Programme Managers / Officers

i) Qualification:
First Class Post Graduation with good academic record and communication skills

ii) Experience:
5 years experience in similar position

iii) Age:
30 Years

iv) Duties & Responsibilities:
Assist respective HoD / Course Director in successful conduct of the CPDPs, STPs, Consultancy and Research Projects and preparation of curriculum, exploring subject experts.

1) CPDPs / STPs:
Responsible for achieving revenue as per divisional budget, by repeat business from existing clients, identifying new organizations for CPDPs and Consultancy assignments, assist HOD in design and delivery of the customized programmes. The incumbent meet the needs of HOD, understand the administrative requirement and liaise with the support functions to provide operational and logistics support

   i. Coordinate with internal & external faculty of each CPDP / STP
   ii. Compilation of course material, preparation of presentations
   iii. Conduct of CPDPs / STPs

2) Marketing:
He / She has to explore the prospective clients and understand their training needs by interacting with different heads of the organizations. Explain the customers about the expertise available at ESCI which can provide potential solutions to their learning needs. The incumbent has to remain in constant contact for inputs with the existing clients and interface with learning and development heads of different organizations to seek the inputs and update this data to the divisional heads to design appropriate learning solutions.
Assist respective HoD / Divisional Faculty in successful conduct of the CPDPs, STPs by:

a) Ascertaining the needs of customers for CPDPs / STPs and respond to various queries flowing in from different sources

b) Finalization of CPDPs to be conducted by division in every financial year keeping the training needs, response and feedback of customers in case of repeat programmes

c) Updation of mailing list for CPDPs.

d) Finalization of brochures and course material printing.

e) Sending mails and brochures for CPDPs and establishing marketing contacts with customers through all means of communication viz., telephones, emails, SMS, faxes, etc., and explore status of nominations till its logical conclusion.

f) Issuing requisitions for arrangement of facilities to the participants like, hostel accommodation, transport, catering as per their requirement.

g) Collection of fees and arranging fee receipts to the participants of CPDPs issued by accounts department.

h) Maintenance of all records, as required by established procedures.

i) Needs to support seminar event – Liaison with partner organization, if any, for smooth conduct.

j) Maintain the budget of the division and needs to coordinate with Finance department to collect the dues, submit bills and constantly follow up with Finance team to ensure the whole activity is completed and dues are collected accordingly.

k) Any other responsibility allotted by Competent Authority