|  |  |
| --- | --- |
| **JOB DESCRIPTION** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Details** | | | | | | | |
| Position Title | Senior Analyst | | | | Company | | NSDC |
| Reporting to | Manager | | | | Cluster | | Government Programs |
| Function | Co-ordination for PMKVY and other schemes under the Ministry of Skill Development and Entrepreneurship (MSDE) | | | | Sub-Function | | Cordination with Stakeholders |
| **Purpose** | | | | | | | |
| To co-ordinate with the required stakeholders to facilitate the readiness in terms of content resources, trainers/assessors and any other related support function. | | | | | | | |
| **Key Responsibilities** | | | | | | | |
| 1. Co-ordination with the required stakeholders in the skill ecosystem for collating the data. 2. Cleaning the collated data to arrive at desired insights and conclusions. 3. Tracking of information related to content management for courses/job roles. 4. Supporting in the procurement of content – both physical & digital for the required job roles. 5. Regular follow-up with the project implementation agency for the required projects. 6. Follow-up of queries/grievances 7. Co-ordination with internal team 8. Any other task allocated by the supervisor. 9. Data management and analysis | | | | | | | |
| **Knowledge and Experience** | | | | | | | |
| **Education Qualifications** | Bachelor's degree in computer application, information technology, or a related field | | | | | | |
| **Experience** | 4-5 years of experience in managing stakeholders, managing MIS in Education/related field. Experience in Skilling Ecosystem sector will be an added advantage | | | | | | |
| **Language Skills** | * + Excellent written and verbal communication skills to enable high level phone and email communications.   + Active listening skills comprehension skills | | | | | | |
| **Operating Network** | | | | | | | |
| **Internal** | | | | **External** | | | |
| * Data team, IT team, Internal Government Programs Team | | | | * Sector Skill Councils, Project implementation Agencies, Training Partners | | | |
| **1Skills and Competencies** | | | | | | | |
| **Behavioral Skills and competencies** | **S1.9.** *Solving Problems* | | * Ensure Queries, Requests, Complaints are addressed timely and amicably. * Ensure escalations are avoided to the next level by keeping a track of all the related communication with stakeholders. | | | | |
| **S1.5.0.** *Advising and Consulting* | | Provide analysis and insights to the immediate team on allocated tasks | | | | |
| **S4.9.** *Making Decisions* | | Ensure seamless flow of information, reports, presentation to various internal and external stakeholders | | | | |
| **Technical Skills and competencies** | S2.7. *Analyzing and evaluating information* and data | | * Analyze performance data to identify opportunities to operate more effectively and efficiently maintaining accuracy and reliability * Candidate should be excellent with Advanced Excel, preparation of interactive dashboards, summary reports & presentations. * Data dashboarding and provides data to various stakeholders. preparation of interactive dashboards, summary reports & presentations. | | | | |
| **S4.1.** *Developing Objectives and Strategies* | | * Implement and maintain robust security measures to safeguard sensitive user data and ensure compliance with relevant regulations. * Ensure work strategies are implemented by stakeholders. | | | | |
| **S4.6.** *Building and Developing Teams* | | * Ensure clear communication with internal/external teams. * Ensure efficient time management strategies. * Ensure timely information/feedback is shared with all as per the given tasks. | | | | |
| **S1.3.5** *Coaching and Mentoring* | | Exhibit over-all productivity and task achievement while working with internal and external teams. | | | | |
| **Leadership Skills** | | | | | | | |
| **Strategic** | | **Operational** | | **People** | | **Personal** | |
| Ability to communicate a compelling case for support | | Excellent attention to detail | | Good networking and Communication skills. | | Integrity, strong work ethic and the ability to work independently. | |
| Ability to normalize complex data | | Proficiency in MS Office | | Team player | | Proactive, highly motivated and results driven | |
| Problem solving skills | | Strong understanding of backend Advanced Excel (essential) Power Bi & Tableau (desirable) | | Excellent interpersonal skills with an authentic, warm and professional approach. | |  | |
|  | |  | |  | |  | |
| **Core Values and Attributes** | * Good team player * High sense of responsibility * Reliable | | | | | | |