

Program for the Promotion of Industrial Services and Employment (PISE)

JOB PROFILE

Job Title: Project Manager

Job Location: PISE Program Office, N. Delhi

Overall Purpose: Under the supervision of Programme Director, to be responsible for the implementation of the following programme component and project:

- Mechatronics and Automation Centre (MAC) at Centre for Research and Industrial Staff Performance (CRISP) in Bhopal
- Indo-German Institute of Advance Technology (IGIAT) in Visakhapatnam

Main Functions and Responsibilities:

- Contribute in developing and implementing overall project strategies and policy.
- Ensure effective implementation of the project/programme component through timely provision of inputs (GTZ planned support) and monitoring and evaluation of the project activities, in conformity with project strategies and in accordance with GTZ programming guidelines and procedures.
- Guide and advice project partners in planning, designing, implementing, and evaluating the project activities leading to the stated project objectives.
- Develop and review an institutional framework, in which the local partners can best improve, implement and evaluate the project and timely contribute their committed resources to the project.
- Assume responsibility of cooperation and coordination with the concerned ministries namely
 - Ministry of Small Scale Industries, Government of India
 - Department of Industries, Government of Andhra Pradesh and
 - Department of Technical Education and Training, Government of Madhya Pradesh
- Ensure collaboration of private industries and other stake holders, in the planning and implementation of activities under the project.
- Organize workshops and meetings for the partners, other agencies, target groups and staff as appropriate.
- Identify and foresee problems related to project implementation, resource or financial issues and initiate and propose corrective action in consultation with the Programme Leader.

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- Prepare terms of reference, identify and contract the consultants/ short term experts (both national and international) for the planned support to the projects. Monitor and approve consultants/ short term experts' inputs.
- Identify in consultation with the counterpart organisations their staff training needs for capacity development and locate places/sources for organizing identified trainings.
- Assist project progress reviews and evaluation missions and ensure proper briefing and debriefing to the concerned officials.
- Assist in the preparation of comments and analysis for the GTZ Headquarters on matters related to project implementation and sectoral issues.
- Annual report writing for the project/programme component as per GTZ rule
- Assist in the preparation and revision of annual budgets prior to submission to the GTZ head office.
- Manage the allocated budget efficiently for the project/programme component.
- Support the process of impact monitoring at project, programme, sector and country level.
- Assist Programme Director in identifying potential areas of importance for future German TC programmes in TVET sector.
- Undertake any other task assigned by the Programme Director

Job Requirements:

Education and Training: Masters in Mechanical/Electrical/Electronics Engineering,
a Ph D will be of advantage

Experience: Working experience in a relevant field for a minimum of 5 years. Previous work with GTZ is an asset.

Knowledge and Skills: Knowledge of international development practices and trends, good analytical and reporting abilities, fluency in English (written and spoken), knowledge of German language is an asset, interpersonal skills, communication skills, management skills and good knowledge of computer and skills in using MS office, MS Excel, MS PowerPoint and MS Project packages.

Job Tenure: Two Years contract wef 1st April, 2006