

**Advertisement for the Position Deputy Director – Protocol and Employer Connect (On Contract)**

Position	<b><u>Deputy Director – Protocol and Employer Connect (On Contract)</u></b>
No. of Vacancies	1 (one)
Organization	Apparel Made-Ups and Home Furnishing Sector Skill Council
Location	New Delhi
Experience	8-10 years of experience
Salary	Salary would commensurate with the education and experience
Job Description	<ol style="list-style-type: none"> <li>1. Coordination with various Govt/Non – Govt Departments.</li> <li>2. Communication and Representation – drafting of Press Releases, media, social platform etc.</li> <li>3. Act as a link between the organization and the external stakeholders, industry, academia, school, to promote the skill development initiatives.</li> <li>4. Evaluating Information to determine Compliance with Standards</li> <li>5. Managing the placements for students. Shall be in contact with companies, in the apparel, made-ups &amp; home furnishing sector.</li> <li>6. Daily decision-making is required, as are diplomacy and sensitivity to the needs of both parties. Being the first point of contact for industry with enquiries about placements.</li> <li>7. Working with the Placements, Projects &amp; International Manager and deciding on appropriate employers and the suitability of what they can offer.</li> <li>8. Maintaining detailed records of student placement records.</li> <li>9. Producing update reports for management information.</li> <li>10. Completing projects and submitting written reports on findings and recommendations as requested.</li> <li>11. Communicating with companies and staff via email, telephone and in person to maintain relationships and manage the administrative and pastoral aspects of the role.</li> </ol>
Qualification	<ol style="list-style-type: none"> <li>1. Bachelor's degree required</li> <li>2. Strong work tenure: 8 to 10 years of experience</li> <li>3. Experience and interest in internal and external communications, partnership development</li> <li>4. Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platform.</li> </ol>
Skills required	<ol style="list-style-type: none"> <li>1. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail</li> <li>2. Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, Ministries and other Govt. Departments.</li> <li>3. Expert level written and verbal communication skills</li> <li>4. Demonstrated proactive approaches to problem-solving with strong decision-making capability</li> </ol>

	<ul style="list-style-type: none"><li>5. Emotional maturity</li><li>6. Highly resourceful team-player, with the ability to also be extremely effective independently</li><li>7. Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response</li><li>8. Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment</li><li>9. Forward looking thinker, who actively seeks opportunities and proposes solutions</li></ul>
How to apply	Submit your resume to <a href="mailto:adot@sscamh.com">adot@sscamh.com</a>
Last date of application	20 <sup>th</sup> April 2019