**Role Name: Industry Skill Council Coordinator, National Skill Development Council Secretariat (NSDC-S)**

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| **Role Purpose** | The role is to lead the Industry Skill Council (ISC) activity in National Skill Development Council Secretariat (NSDC-S). Coordinator will be stationed at NSDC-S and work directly under the supervision of CEO NSDC-S |
| **Competencies** | * Ability to evolve, design and achieve consensus on Projects and Project Design across multiple stakeholders including Industry, Government and Skill Providers
* Excellent communication skills and solution focus
* Negotiation, collaboration and program management skills, preferably in skill development area.
* People management skills
* Analytical Skills
* Domain Expertise / SME / Industry knowledge of skill development
* Understanding training and business dynamics
* Strategic thinking and effective decision making
* Team work & achievement orientation
* Fluent in Microsoft Office tools like Word, PowerPoint and Excel
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| **Financial Responsibility** | * To prepare and manage the budget –functional & operational of NSDC-S relating to liaise and coordinate with ISCs for industry sectors
* To support creation of funds and budget for various ISCs
* To enhance Industry productivity with the engagement of ISCs in creation of standards and assessments to Industry requirements
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| **CustomerResponsibility** | * To coordinate the support of multilateral organizations towards setting up and operationalization of specific ISCs.
* To support ISCs in the preparation of business plan and procurement of jobs for self-sustainability of ISC operation.
* To work with ISCs to help business improvement by providing the appropriate skill development solutions to industry players
* To work with ISCs to mobilize public and private training providers to implement Competency Based Training (CBT) in line with the Industry requirements.
* To coordinate other government institutions/agencies as well as other skills development schemes/assistances dedicated to engaging ISCs in providing CBT in the relevant trades/sectors by conforming to the Competency Standards created by ISCs and approved by NSDC-S.
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| **Operational Responsibility** | * To align with the Government and NSDC-S, and create an ISC development strategy, that would allow ISCs to be established and grow to fulfill their mandate in Bangladesh’s plans to implement National Skill Development Policy.
* To prepare a position paper on the status of all ISCs which will include registration of ISCs, constitution of the board and operational status
* To develop a five-year plan for setting up and operationalization of ISCs, and then break this down to Annual Plans.
* To work with ISCs for setting up standards and assessment procedures to industry requirements
* To work with ISCs in the development of business plans for ISCs, including financial plans, skill development plans, impact sheets, which are aligned to achieving ISC goals
* To design a system for monitoring ISCs.
* To engagewith Industry Associations, training providers and create opportunity for working togetherwith ISCs, industry associations and training providers in the development and implementation of CBT.
* To help ISCs in the preparation of detailed plan which will lead to fulfilling self-sustainability
* To coordinate the support of multilateral business organizations towards setting up and operationalization of specific ISCs.
* To provide all support to operationalize ISCs as per their business plans.
* To design and implement a strategy to integrate ISCs into Government and other skilling initiatives.
* Any other tasks assigned by the CEO NSDC-S from time to time
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| **People Development** | * To enhance the abilities of ISC teams and skill environment to understand CBT
* Support integration of National Accreditation Authority in ISC-driven CBT
* To map the competency of the team members and develop capabilities in terms of industry engagement, project management and MIS skills
* Increase the capability of team in research and creation of the right solution by coaching and mentoring.
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| **Performance Indicators** | * Creating an ISC development plan that is aligned to the business strategy of NSDC-S.
* Developing appropriate material in terms of Business Plans, Approach Papers for setting up ISCs.
* Getting industry associations engagement and their well representation from the associations in the team to setting up ISCs in planned sector.
* Timely submission of ISC Business Plans, and their approval by NSDC-S.
* People development and meeting of team key results areas (KRAs)
* Ensuring that Government & Multilateral Skill Development Programs are aligned to Competency Standards created by ISCs and approved by NSDC-S.
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| **Educational Qualification** | Masters in Economics/ Management/ Business Administration |
| **Experience** **(No of years & kind)** | 07+ Years of Industry experience at the senior level with an in depth demonstrated understanding of skill development. Experience of working on large projects and/or in large Industry Associations would be an advantage. |