

CLINICAL DEVELOPMENT SERVICES AGENCY

An extra mural unit of THSTI,

Department of Biotechnology, Ministry of Science & Technology, Govt. of India

3rd Floor, THSTI Building, 3rd Milestone, Gurgaon-Faridabad Expressway,

Faridabad – 121001 (Haryana)

Recruitment Notice No:	CDSA/RN/29/2017
Name of the post	Training Manager (TM) (01 Position)
Emoluments & duration of assignment	Maximum up to ₹ 75,000/- per month (Up to March 2018 likely to be extended)
Location	CDSA, NCR Biotech Science Cluster, Faridabad May involve extensive travel to various Indian cities.
Job profile	<p>CDSA's Training Manager will have a variety of responsibilities that support both department's vision and purpose. She/He will be working in close co-ordination with Director Training and Training Coordinator in meeting various new initiatives and existing programs. She/He will report to Director Training.</p> <p>Training Manager will be responsible for:</p> <ul style="list-style-type: none">• Supervision of training programs that include but not limited to eLearning programs, Certificate/Diploma courses, webinars, training videos etc.• Develop manuals, handouts, exercises for existing and new courses by liaising with national experts and peer reviewers.• Responsible for eLearning programs by interacting with candidates and faculty members. Schedule training sessions, organise IT and manage course enrolment etc.• Determine and conduct training need analysis.• Under guidance, liaises with others, e.g. external bodies, to assist in designing training appropriate to the skills needed.• Monitor training programs and manuals to ensure that they are effective and up-to-date.• Continually review current training packages and improve program content, delivery methods, and skills through research, feedback, and evaluation.• Work with Director Training to evaluate effectiveness of existing training programs. Write departmental SOPs.• Manage training services within approved budget and ensure implementation as per the quality metrics.• Supervise employees reporting to her/him to ensure that they meet performance standards.• Facilitate as a communication channel between team members (Director Training, Training Coordinator, Training Associate, Admin, Finance). Escalate issues, when necessary.• Recommend necessary revisions to existing training courses and possible areas requiring training courses.• Keep track and report (to Director Training) on regular progress of various training programs and compliance met.

	<ul style="list-style-type: none"> • Work with other internal departments on their requirements as and when required
<p>Qualifications and Experience</p>	<p>Essential :-</p> <ul style="list-style-type: none"> • Master’s degree in life sciences/pharmacy/healthcare/IT or other related disciplines. 5+ years of experience in a training leadership role. • Master’s degree in Education/Business/Human Resources/Arts/Commerce can also apply. • Proven work experience as a Training Manager. • Demonstrated track record in designing and executing successful online programs with atleast 03 years experience in using MOOCs (includes time spent as functional primary or functional/technical Lead). <p>Desirable:-</p> <ul style="list-style-type: none"> • Experience in deploying a wide variety of training methods. • Knowledge of clinical research or trials will be desirable.
<p>Skills</p>	<ul style="list-style-type: none"> • Robust knowledge of new educational or training techniques and methods. Experience in deploying a wide variety of training methods. • Leadership skills that include ability to drive programs alone or build effective teams, ability to motivate others, delegation. Possess self-initiative. Able to take timely decision, strong decisions making skills. • Familiarity with traditional and modern training methods (mentoring, coaching, on-the-job, face-to-face, eLearning, hands on, advanced programs, webinars, group discussions, simulations etc.). • Excellent written and verbal communication skills in English. • Ability to plan, multi-task and manage time effectively. • Strong writing and record keeping ability for reports, training manuals. • Excellent IT, computer and database skills. Web designing skills will be preferred. • Good interpersonal communication skills, reliable, able to work with multiple stakeholders. • Operational skills including focus and commitment to quality management and problem solving. • Influencing skills including negotiation and teamwork. • Effective communication skills that include the provision of timely and accurate information to stakeholders. • Ability to develop and implement programs, database concepts, and formats. • Possess critical thinking, problem solving, planning skills, time management, attention to detail.

GENERAL TERMS & CONDITIONS:

1. All educational professional and technical qualification should be from a recognized Board/ University and full-time.
2. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public Sector undertaking should produce "No Objection Certificate" at the time of Interview.
4. The qualification, experience and other requirements for the posts are relaxable at the discretion of the competent authority, in case of candidates who are otherwise suitable. Candidates not found suitable for the posts notified, can be offered a lower post on the recommendation of the Selection Committee.
5. No TA/DA will be admissible to appear in the interview, including (SC/ST candidates).
- 6. Only candidates who can join immediately needs to apply, as the position is to be filled on an urgent basis.**
7. This position will be purely on temporary position for a duration of Six months.
8. In case a large number of applications are received for each post, screening will be done to limit the number of candidates to those possessing higher/relevant qualification.
- 9. Only shortlisted candidates will be called for Written test/Interview. Request for change in Written test/ Interview schedule will not be entertained under any circumstances.**
10. The salary is a consolidated sum without any other benefits and it is based on experience, qualifications, skill set, etc. of the candidates.
11. Interested candidates may please send their current CV with a recent photo and cover letter indicating their motivation for the position applied for (150 words) and three references by e-mail with subject line mentioning "Application for the position **"Training Manager"** to cdsa_admin@thsti.res.in.
12. Incomplete applications will stand summarily rejected without assigning any reasons.
13. All results will be published on our website and all future communications will be only through email.
14. This position is based at CDSA Office, Faridabad located at NCR Biotech Science Cluster at Faridabad Gurgaon-Expressway, Faridabad.
15. Canvassing in any form will be a disqualification.
16. The advertisement is put on rolling basis and once proper candidate is received will be closed.

Those who have applied earlier need not apply again.

Note: In case a suitable candidate is not found, the call for application will remain open till suitable candidate is found. As soon as suitable candidate is found, this recruitment notice will be closed on our website.