



**KERALA DEVELOPMENT AND INNOVATION STRATEGIC
COUNCIL (K-DISC)**

(An advisory body constituted by the Government of Kerala)



CENTRE FOR MANAGEMENT DEVELOPMENT (CMD)

(An autonomous institution sponsored by the Government of Kerala)

NOTIFICATION

No. KKEM/02/2023

July 06, 2023

The Kerala Development and Innovation Strategy Council, (K-DISC) is a strategic think-tank and advisory body constituted by the Government of Kerala. K-DISC aims at bringing out path-breaking strategic plans that reflect new directions in technology, product and process innovations, social shaping of technology and creating a healthy and conducive ecosystem for fostering innovations in the State. K-DISC invites applications from qualified and competent candidates to the Post of **Programme Manager at Kerala Knowledge Economy Mission (KKEM) of K-DISC**. The desirous eligible candidates may apply through the **Digital Workforce Management Systems (DWMS) portal of K-DISC (<http://knowledgession.kerala.gov.in/>) or email the detailed Curriculum vitae including all the relevant details to (kdiscrecruitment2023@gmail.com)**. The applications will be received from **06.07.2023 onwards**. The last date of receiving the application is **12.07.2023 (5:00 pm)**.

Kerala Knowledge Economy Mission:

The Kerala Knowledge-Economy Mission (KKEM) aims to provide employment to educated people and support knowledge workers under a single programme. The scheme will cover returnees who have lost their jobs abroad, those who have completed their studies here and have not been able to find employment. This scheme intends to provide skill around 20 lakh persons in the next 5 years by promoting innovative ideas, coordinate knowledge initiatives and equip young people with updated skills.

Job Description:

Programme Manager shall be responsible for the implementation of various skills projects and programmes of Kerala Knowledge Economy Mission. He/She shall be expected to work with various stakeholders of the Mission in general and Industry in particular and deliver the assigned projects within the stipulated time using the available resources.

The details regarding the number of vacancies, qualification and other requirements are given below: -

Sl. No.	Position	Responsibilities	Desirable Skills	Qualification & Experiences Required	Max. Age Limit as on 01.07.2023	Salary range in Rs.
1.	<p>Programme Manager</p> <p>Vacancy: 10</p> <p>Locations: Thiruvananthapuram</p> <p>Tenure: one year contract which may be extended based on government norms and performance</p>	<ol style="list-style-type: none"> 1. Responsible for implementation of various skill projects and programmes. 2. Co-ordinate with various stakeholders to deliver skills programmes. 3. Work with Industry to understand the changing job nature and facilitate designing of Skills Programmes. 4. Curate candidates as per the requirements of Industry 5. Build Community based talent pool in various knowledge domains. 6. Track performance of programmes and projects 7. Prepare reports and Project proposal . 	<ol style="list-style-type: none"> 1. Should have Strong leadership, communication and collaboration skills. 2. 5+ years of experience in managing projects . 3. Ability to deliver results within timeline. 4. Strong understanding about the skills and employment landscape. 5. Understanding about programme design and counseling. 6. Experience in preparing reports and project proposals. 7. Willingness to Travel. 	<p>B Tech/MBA/MSW with a minimum of five years of experience.</p> <p>or</p> <p>Post-Graduation in any discipline from a recognised University with a minimum of five years of experience in skilling.</p> <p>Desirable: Experience in working with Industry.</p>	45 years	Rs. 50,000 - Rs. 60,000

General Conditions and Instructions to Applicants

- ➔ The applicants are advised to ensure while applying that they fulfill the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of recruitment process that the candidate does not fulfill the eligibility criteria and/or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature is liable to be rejected

- ↳ The qualification stipulated for the posts must be from a recognised University/ Institute
- ↳ KKEM reserves the right to change the number of vacancies, and the vacancies notified may not be filled up. Further, KKEM reserves the right to restrict/alter/cancel/modify the recruitment process, if the need so arises, without notice or assigning any reason thereof
- ↳ Shortlisted candidates will have to produce the original of their credentials at a prescribed stage in the selection process
- ↳ Selection will be on the basis of technical presentation, group discussion and interview.
- ↳ All communications will be through Online/E-mail/SMS. Therefore, candidates should have a valid email id and mobile number. Candidates are advised to browse DWMS portal and CMD website regularly for updates/notices and announcements
- ↳ Canvassing in any form or influencing the officials related to the selection/recruitment process would result in immediate disqualification of the candidate and no further correspondence shall be entertained after disqualification
- ↳ The application must be submitted on or before 5.00 pm on 12.07.2023

**Sd/-
Authorised Signatory**