

TERMS OF REFERENCE

Position	: Administrative Cum Liaison Officer
Reporting	: Director – Employment & Training
Location	: State Head Quarter
Duration of Initial Contract	: 1 Year; full time (To be extended on satisfactory Performance.)
Preferred Age Group	: Up to 50 years

INTRODUCTION

Economic globalization and financial liberalization has created huge overseas employment opportunities and governments all over the world are taking initiatives to promote and facilitate employment of the people. With this primary objective of generating overseas employment & training the youth under various skill development initiatives and to improve the overseas employability of Bihar youth, Bihar State overseas Employment Bureau has been set up under the Societies Registration Act 21,1860. Besides making the youth employable and competitive, the bureau will also assist the youth in suitable placement in job/ self-employment abroad.

For its proper functioning, Bihar State overseas Employment Bureau requires services of Administrative cum Liaison officer.

DUTIES and RESPONSIBILITIES

The primary duties and responsibilities of Administrative cum Liaison officer will include the following but not be restricted to:

- Support in overall management of the office.
- Establish liaison with foreign employers and their representatives in India and abroad.
- Maintain liaison with embassies of foreign countries in India and Indian Embassies/High Commissions in foreign countries so as to ensure flow of vacancies.
- To conduct manpower surveys in Bihar to find out the available skills.
- Arrange/ tie-up/ organize Partnership & collaboration with industry/institutions to facilitate employment of trained youth in Bihar through employment fairs.
- Conduct job surveys in India and foreign countries to ascertain the demand and skill/competencies requirements of the foreign employers.
- To sponsor/ inform unemployed registered candidates regarding advertised employment opportunities by newspaper or other means.
- Any other work assigned from the Mission Director time to time.

REQUIRED QUALIFICATION, SKILLS AND EXPERIENCE

The incumbent must have Master's Degree in Business Administration (MBA)/ Public relations from any recognized university/Institute in India or abroad with minimum 5 years of experience of similar type. Work experience in Government set up will be preferable. In addition, the incumbent should possess skill on:

- Good Communication & Interpersonal Skills.
- Strong managerial and leadership skills
- Proficiency in use of MS Office packages
- Excellent written and oral communication skills in English and Hindi.

REMUNERATION

Rs. 50,000/ - (Rupees fifty thousand only) Consolidated.

TERMS OF REFERENCE

Post	: IT advisor
Reporting	: Director – Employment& Training
Location	: State Head Quarter
Duration of Initial Contract	: 1 Year; full time (To be extended)
Preferred Age Group	: Up to 50 years

INTRODUCTION

Economic globalization and financial liberalization has created huge overseas employment opportunities and governments all over the world are taking initiatives to promote and facilitate employment of the people. With this primary objective of generating overseas employment & training the youth under various skill development initiatives and to improve the overseas employability of Bihar youth, Bihar State overseas Employment Bureau has been set up under the Societies Registration Act 21,1860. Besides making the youth employable and competitive, the bureau will also assist the youth in suitable placement in job/ self-employment abroad.

For its proper functioning, Bihar State overseas Employment Bureau require services of IT Expert.

DUTIES and RESPONSIBILITIES

The primary duties and responsibilities of IT Expert will include the following but not be restricted to:

- Mapping of Bihar's present human resources skill base and forecasting employment potential of identified and emerging sectors in the state.
- Creation of a Human Resource Portal (web portal) of Bihar to create data base of jobs, accept on-line registration, availability of skills and sharing of best practices among Training Institutes in Bihar.
- Maintain the database of all the persons immigrated for employment to different countries.
- Maintain the database of training programmes designed for skill development of youth.
- Collect and disseminate information on emigration rules of India and immigration rules of other countries and provide all necessary assistance for immigration.
- Any other work assigned from the Mission Director time to time.

REQUIRED QUALIFICATION, SKILLS AND EXPERIENCE

The incumbent must have Master's Degree in Computer Applications (MCA) from any recognized university/Institute in India or abroad with minimum 5 years of experience OR Bachelor's Degree in computer applications from recognized university/Institute in India or abroad with 4 years of experience.

In addition, the incumbent should possess skill on:

- Good Communication & Interpersonal Skills.
- Proficiency in use of MS Office packages
- Supervisory and scheduling experience
- Experience in Management Information System.
- Strong Analytical skills.
- Excellent written and oral communication skills in English and Hindi.

REMUNERATION

Rs. 50,000/- (Rupees fifty thousand only) Consolidated, per month

TERMS OF REFERENCE

Post	: Legal Advisor
Reporting	: Director – Employment& Training
Location	: State Head Quarter
Duration of Initial Contract	: 1 Year; full time (To be extended)
Preferred Age Group	: Up to 50 years

INTRODUCTION

Economic globalization and financial liberalization has created huge overseas employment opportunities and governments all over the world are taking initiatives to promote and facilitate employment of the people. With this primary objective of generating overseas employment & training the youth under various skill development initiatives and to improve the overseas employability of Bihar youth, Bihar State overseas Employment Bureau has been set up under the Societies Registration Act 21,1860. Besides making the youth employable and competitive, the bureau will also assist the youth in suitable placement in job/ self-employment abroad.

For its proper functioning, Bihar State overseas Employment Bureau requires services of Legal Advisor.

DUTIES and RESPONSIBILITIES

The primary duties and responsibilities of Legal Advisor will include the following but not be restricted to:

- Deal with all the legal aspect concerning the office.
- Drafting and execution of MoUs with different agencies/training institutes.
- Support in obtaining licensee for different purposes.
- Collect and disseminate information on emigration rules of India and immigration rules of other countries and provide all necessary assistance for immigration.
- Help candidates in fulfilling Visa requirements.
- Any other work assigned by the Mission Director.

REQUIRED QUALIFICATION, SKILLS AND EXPERIENCE

The incumbent must possess Bachelor of Law qualification from any recognized university/Institute in India or abroad with minimum 5years of relevant experience. Work experience in Government set up will be preferable.

In addition, the incumbent should possess skill on:

- Good Communication & Interpersonal Skills.
- Proficiency in use of MS Office packages
- Excellent written and oral communication skills in English and Hindi.
- Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc.
- Ability to work as a member of a team.

REMUNERATION

Rs. 50,000/ - (Rupees fifty thousand only) Consolidated,per month

TERMS OF REFERENCE

Post	: Employment Advisor
Reporting	: Director – Employment& Training
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For its proper functioning, Bihar State overseas Employment Bureau requires services of Manager - Employment.

DUTIES and RESPONSIBILITIES

The primary duties and responsibilities of Manager - Employment will include the following but not be restricted to:

- To assist the youth in suitable placement in overseas job.
- Keeping regular touch with the overseas job market for current openings suited to youth of Bihar.
- To register candidates having valid passport.
- To guide such registered candidates regarding opportunities for employment in the overseas countries, education/ training and scholarship etc.
- To collect and compile literature regarding overseas employment and education.
- Work in close coordination of Manager – Training for skill development / training programmes of unemployed youth for enhancing their chance of employability for overseas job openings.
- Conduct job surveys in association with the administrative officer in India and foreign countries to ascertain the demand and skill/competencies requirements of the foreign employers.
- Arrange/ tie-up/ organize Certification of Employment/ Recruitment Partners/ Agencies by State Employment, Vocational Training & HRD Mission for head hunting, visa counselling etc.

- Arrange/ tie-up/ organize Partnership & collaboration in association with the administrative cum liaison officer with industry/institutions to facilitate employment of trained youth in Bihar through employment fairs.
- Any other work assigned from the mission director time to time.

REQUIRED QUALIFICATION, SKILLS AND EXPERIENCE

The incumbent must have Master's Degree in Management, public relations from any recognized university/Institute in India or abroad with minimum 5years of relevant experience. Work experience in Government set up will be preferable.

In addition, the incumbent should possess skill on:

- Good Communication & Interpersonal Skills.
- Proficiency in use of MS Office packages
- Excellent written and oral communication skill in English and Hindi
- Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc.
- Ability to work as a member of a team.

REMUNERATION

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TERMS OF REFERENCE

Post	: Training Advisor
Reporting	: Director – Employment& Training
Location	: State Head Quarter
Duration of Initial Contract	: 1 Year; full time (To be extended)
Preferred Age Group	: Up to 50 years

INTRODUCTION

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For its proper functioning, Bihar State overseas Employment Bureau requires services of Manager - Training.

DUTIES and RESPONSIBILITIES

The primary duties and responsibilities of Manager - Training will include the following but not be restricted to:

- Implementation of various skill development initiatives, vocational trainings, self-employment trainings, entrepreneurship trainings schemes and programmes required for overseas job.
- Tie up with the existing educational/ technical education institutions/ framework for Job Oriented Vocational Training programmes to match the requirements projected by Job Surveys by modifying the existing course curriculum in line with the requirement of market or adding new vocational courses/ modules.
- Arrange/ tie-up/ organise the soft skills training including English and Communication Skills, Basic IT/ computer skills, Customer care/ Handling Skills.
- Arrange/ tie-up/ organise the State wide accreditation programs for institutions, agencies etc.
- Take necessary steps for setting up of new vocational institutions on a Franchise Model in emerging trades in all Districts/ sub divisions in Bihar through State Employment, Vocational Training & HRD Mission/ Private Partners.

- Arrange/ tie-up/ organise Partnership & collaboration with industry/institutions to facilitate employment of trained youth in Bihar through employment fairs.
- To arrange Pre-departure-cum-orientation training for desirous candidates.
- Any other work assigned from the mission director time to time.

REQUIRED QUALIFICATION, SKILLS AND EXPERIENCE

The incumbent must have Master's Degree in Management / Social Science or allied streams from any recognized university/Institute in India or abroad with minimum 5 years of relevant experience. Work experience in Government set up will be preferable. In addition, the incumbent should possess skill on:

- Good Communication & Interpersonal Skills.
- Proficiency in use of MS Office packages
- Excellent written and oral communication skill.
- Experience in training / capacity building.
- Excellent representation and interpersonal skills with ability to network extensively and liaise with government/ non government agencies etc.
- Good at training needs assessment and handholding support.
- Good knowledge of computers (MS office) is essential.
- Excellent English oral and written communication skills and ability to work as a member of a team.

REMUNERATION

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TOR - Support Staff

1. Post : Executive Assistant

Reporting: To the Administrative cum Liaison Officer

Location: Patna (Bihar)

Number of Position – 2

Administrative Assistant will be to do all type of administrative / establishment related job of the office and will report to the Administrative cum Liaison Officer.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Personal Assistant include, but are not restricted to:

- Establish documentation and correspondence system
- Maintaining all records and documents,
- Devising and maintaining office systems, including data management, filing, etc.;
- Other related works as assigned by the supervisor.

REQUIRED SKILLS AND EXPERIENCE

- S/he should be a graduate with minimum 5 years of experience as Administrative or office Assistant. Candidates who have worked with govt. set up would be preferred.

In addition s/he should possess/have:

- Dynamic, energetic and creative, flexible to adapt to changing situations and circumstances
- Good MS computing skills: Word, Excel, PowerPoint
- Good short hand speed will be an added advantage. Candidates having shorthand skill will be given preference
- Self-starter who is able to work with minimal supervision to complete tasks, proactive and accurate
- Good interpersonal and communicating skills
- Good organizational and administrative skills

2. Post : Data Entry Operator

Reporting: To the Administrative cum Liaison Officer

Location: Patna (Bihar)

Number of Position – 2

DUTIES AND RESPONSIBILITIES

- Responsible for editing, processing (data entry) and distribution of raw source documents.
- Complete the assigned tasks of storing information in fixed time duration.
- Devising and maintaining office systems, including data management, filing, etc.;
- Other related works

REQUIRED SKILLS AND EXPERIENCE

S/he should be a graduate with knowledge of MS office. Minimum 5 years of related work experience is essentially required.

Those having experience working in Government department will be preferred.

3. Post : Accountant

Reporting: To the Administrative cum Liaison Officer

Location: Patna (Bihar)

Number of Position – 1

The accountant will be responsible for the functioning of accounts section and will be accountable to the Administrative cum Liaison Officer.

DUTIES AND RESPONSIBILITIES

- Supervision of the work of each staff of accounts section.
- She/he should be well conversant with the rules/regulations of the office specially relating to receipt and payments of all nature and conversant with Government rules which are being followed by the office.
- Scrutinize all payments as per the rules and forward the same for final payment.
- Ensure timely action of all matters relating to A/c

- Attend the Audit as and when required.
- Assist in finalizing the accounts of the office with the section head.
- Any other work that may be allotted to him from time to time.

REQUIRED SKILLS AND EXPERIENCE

S/He should be Commerce graduate with minimum 5 years experience in Accounts, Finance, Costing, Budgeting.

In addition s/he should have proficiency in use of MS office package and accounting software (Tally, etc.).