

Hydrocarbon Sector Skill Council

(Job Description -Chief Executive Officer)

Job Title	Chief Executive Officer
Job Location	New Delhi/NCR
Age Limit	Not more than 62 years (on the last date of receipt of application).
Period of Contract	3-years, which can be extended as considered appropriate for a further period of 2-years (<i>Subject to a maximum age of 65 years</i>)

Qualification & Experience:

- Graduate Engineering/MBA, regular full-time from a recognised university/Institute with strong academics.
- 25 years of total experience with at least 5 years' experience in a senior leadership position in Hydrocarbon / Petrochemical /or allied industry.
Experience in the area of HR/ Learning & Development/ Skill Development/ Capacity Building shall be preferred.

Desirable Qualification & Experience:

- Good understanding of hydrocarbon sectoral business, ecosystem and its operating environment including skill demand and supply scenario;
- Adequate knowledge of global energy scenario and regulatory norms;
- Adequate competencies in relation to business orientation, strategic thinking, executive maturity, entrepreneurial drive and execution excellence during his/her career;
- Result oriented leader with a track record of success and having the missionary zeal and ability to lead change.
- Experience of training/capacity building

Key Functions and Responsibilities:

- The CEO will lead, guide and manage the activities for creating a vibrant demand-supply of skilled manpower for hydrocarbon sector.
- To provide strategic leadership for the development of the HSSC and to ensure that HSSC achieves its short-term, mid-term and long-term goals in terms of number of manpower trained, job placement etc.
- Set up Quality Assurance System for development of Standards (QPs/NOS), Curriculum, Assessment and certification including accreditation of various agencies involved.
- Align with the business and develop skill development strategy that would positively impact the business metrics; ensure buy-in from employers on the impact of Skill Development on business outcomes and improvement in growth;

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- Promote accreditation, examination and certification of training courses by national and international bodies of repute, besides promoting academies of excellence (Skill Development Institutes).
- Develop Skill Development Plan and maintain Skill Inventory for Hydrocarbon Sector;
- Coordinate with Skill Development Institutes (SDIs) being set up by Oil Sector PSUs and other Vocational Training Institutes;
- Coordination with MoP&NG, MSDE, NSDC, NCVET and other SSCs.
- Create a mechanism for receipt and utilisation of funds from the Government, Industry and multilateral organisations, ensure effective utilisation of resources and work towards creating a self-sustaining organisation.
- Establish the secretariat for HSSC including deployment of suitable manpower.

Other responsibilities:

- CEO shall be the Convenor of the General Body and Governing Council of HSSC;
- Shall be responsible to the General Body and Governing Council and shall report to the Chairman, HSSC.
- Support Governing Council by adhering to SLAs and project milestones;
- Ensure legal/statutory compliances, work closely with Central and the State Governments and ensure that the HSSC delivers high quality services.
- Recruiting manpower for HSSC.
- Mentoring HSSC's staff in their areas of expertise or discipline.
- Preparation of the Annual Budget and operational plans of HSSC for the approval of General Body/Governing Council.
- Convene the meetings of General Body, Governing Council and Sub-Committees.

Remuneration:

- Rs.3.25* lacs per month (lumpsum), all inclusive
**(Remuneration would be negotiable in the case of exceptional candidate)*