

**JOB DESCRIPTION FOR VARIOUS POSTS OF MzSMMU OF MzSEDM UNDER THE PROJECT
SANKALP**

Sl. No.	Name of Post	No. of Post	Approximate Remuneration	Duration of Engagement
1	Mission Manager (Public Relations and outreach)	1	₹ 50,000/- per month	1 year
2	Multi Tasking Staff (MTS)	1	₹ 15,000/- per month	1 year

Minimum Qualification and Description of Duties:

1.Mission Manager (Public Relation):

- i. Master Degree from recognized University and minimum of 2 (two) years' work experience in relevant fields under Govt. /Private undertaking Sector.
- ii. Computer efficiency as prescribed by GoM
- iii. Working knowledge of Mizo language at least up to Middle School standard.

Brief Description of Duties:

- i. Engagement with Public sector and private sector entities that would include companies, PSUs, industries, educational institutes, NGOs etc. to promote mobilization towards skilling.
- ii. Coordination with different departments, industries, public and private entities for placement of skilled manpower.
- iii. Conducting counseling sessions/ camps to promote awareness and building positive relationships with stakeholders, media and the public.
- iv. Prepare and distribute PR, keynote speeches and promotional material related to Skill Development Mission.
- v. Organizing employment fairs.
- vi. Documents and verification of the placement data.
- vii. Inclusion of on-job training/apprenticeship in the training programmes.
- viii. Facilitate overseas employment of skilled persons.
- ix. Prepare database of skilled persons who have been employed in other countries.
- x. Entrepreneurship development including training, backward-forward linkages and mentoring.

2.Multi-Tasking Staff (MTS) : Class – X with computer knowledge from Govt. approved at least DCA or CCA (6 months).

Brief Description of Duties : Multi Tasking Duties including peon works. Driving license (LMV) is preferable.