

Post Name

Manager/Sr. Manager- FirePlex (Training Centre)

Introduction

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science and Management with major emphasis on skill development and producing industry ready manpower.

The T&D Manager/Sr. Manager will identify and monitor training needs in the organization, especially the proper utilization of FirePlex /Agni Sankul and design, plan, and implement training programs, policies, and procedures to fulfill those needs. Further, he/she will also collaborate with industries to form training and development programs that meet market or industry requirements with revenue generation in line with University policies with moderate generation of profit to run the FirePlex in self-sustainable manner.

Roles & Responsibilities

The recruit shall be responsible for:-

Supervisory Responsibilities:

- Oversees the daily activities of training associated with FirePlex and clients/Consultants.
- Meet industries, collaborate and MoUs for training program.
- Study and identify various certifications to enhance the utilization of the FirePlex.
- Create resource pool and prepare knowledge products.
- Promoting of FirePlex and F&ES program in various national & international platforms.
- Responsible for generation of revenue by conducting various programs on Fire& EHS at FirePlex and facilities of University.

Duties/Responsibilities:

- Reviews existing training programs; suggests modifications for improvement, learning, and retention and/or to make the changes as per needs of clientele, the organization, or the industry.
- Ensures that training materials and programs are current, accurate, and effective.
- Prepare programs in consultation with clients' requirements and need. Inform
- Management about the program schedule with details for their primary approval as per need.
- Conduct training programs successfully for quality and revenue generation as per budgeted targets.
- Maintains knowledge of new methods and techniques for training and training requirements applicable to the organization and/or industries.
- Identifies problems and opportunities, such as operational changes or industry developments that training could improve.
- Conducts or facilitates required and recommended training sessions.

	<ul style="list-style-type: none"> • Collaborates with vendors and third-party training providers to arrange employee registration for and participation in outside training programs. • Ensures that training milestones and goals are met while adhering to approved training budget. • Prepares and implements training budget. • Performs other related duties as assigned. • Oversee training of University students at FirePlex.
Skills/ Abilities	<ul style="list-style-type: none"> • Excellent verbal and written communication skills. • Thorough understanding of training processes on Fire & EHS. • Ability to moderate large groups for training. • Extremely organized and detail-oriented. • Proficient with Microsoft Office Suite or related software. • Have proficient with Data analysis.
Qualifications	<ul style="list-style-type: none"> • Minimum Bachelor's degree in Science/Engineering from recognized university or institution with Diploma in safety and/or Sub fire officer/Station Fir officer with minimum two years of work experience. Nebosh certification will be added advantage. • Minimum 2 years of experience in Fire fighting training or teaching or training in recognized organization in Central/state/ private with one year of supervisory/Managerial experience required. • Proficiency in Information and Communication relevant to Fire, Safety Health Environment is highly desirable. • Working knowledge of Gujarati/Hindi/English Languages is desirable • The candidates with prior experience of working with the Authorities/ Institutes working in the field of training, certifications of Fire, Safety Health & Environment would be preferred.
Physical Requirements & Age Limit	<ul style="list-style-type: none"> • Age limit less than 45 yrs • Physically fit for the job
Reporting	Advisor & Professor of Practice, GSFCU
Remuneration	<p>Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.</p> <p>The salary shall have following components -</p> <ol style="list-style-type: none"> A. The core salary B. PF as per applicable statutory norms
Other Benefits	<ul style="list-style-type: none"> • Group Mediclaim Insurance Policy and Group Personal Accident Policy • Treatment at GSFC Medical Center on applicable terms
Selection Procedure	Stage 1 - Written Ability Test

HR will conduct a written ability test of all present candidates. As a part of the procedure, Candidate will be required to write an application/Essay/Paragraph on a given topic. This test shall comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30. Only qualified candidates shall be invited for the further rounds of selection procedure.

Stage 2 –Personal Interview

Interviews of the short listed candidates will be conducted by the committee Members.

HR shall also share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same in advance or on the interview date. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his/her field. The solved case study will be extensively discussed with the committee members during the interview (if required).

Tenure of Appointment

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non-Teaching staff.

Location

Vadodara, Gujarat.