

LOAN-3539 IND: General Manager - HR & Administration - 0009 Individual Consultant (46462-003)

Date Published: **28-Dec-2022** Deadline of Submitting EOI: **06-Jan-2023 11:59 PM Manila local time**

[Back](#)
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[Profile](#)
 [Terms of Reference](#)
 [Cost Estimate](#)

Terms of Reference (Individual Consultant)

Expertise **General Manager - HR & Administration**
 Expertise Group **Human Resources**

Consultant Source **National**
 TOR Keywords **HR Management , Administration, Hiring, Performance Management, Policy formulation and implementation, Training Analysis, Adherence to Statutory Norms**

Objective and Purpose of the Assignment

"The Asian Development Bank (ADB) and the Government of India signed a \$75 million loan for the implementation of the Odisha Skill Development Project (OSDP). The project aims to improve the skills development ecosystem in Odisha and establish an advanced skills training center, the World Skill Center (WSC), in the state capital Bhubaneswar. The proposed project will help the Government of Odisha transform its skills development system by establishing WSC and integrating government ITIs, polytechnics as well as engineering colleges under a hub-and-spoke model. The proposed model aims to expand the state's training capacity, uplift the quality of skills training, and strengthen the market relevance of training programs, which would enhance the skills and employability of young workforce for the high-demand priority sectors. It will further strengthen the overall branding of "Skilled in Odisha" initiative.

Overall the project aims to benefit around 1,50,000 students, trainers and assessors in the areas of mechatronics, facilities technology, precision engineering, beauty & wellness, hair fashion & design, and logistics operations. Each of the 18 storeys of WSC will be dedicated to different skills and will be Centre(s) of Excellence for the respective trades with direct affiliation/accreditation with global leaders in the field. "

The General Manager - HR & Administration will be responsible for overall human resource management and administration including legal functions of OSDA/WSC.

Scope of Work

- The General Manager HR and Admin will be responsible for human resources management and administration including legal functions of OSDA and WSC.
- Assist Odisha Skill Development Authority (OSDA)/ World Skill Centre (WSC) and Government of Odisha in overall planning, management, implementation of Human Resource Plan, Policy and Strategy.
- Assist OSDA/WSC in hiring and selection of core, support staff as well as consultants through a well structure and transparent process of recruitment.
- Assist in Designing Job Descriptions across all levels and for all Verticals for Performance Management Systems, Training Need Analysis & Capacity Building Needs.
- Assist in Induction, Orientation and Training. Must have knowledge about systems, procedures, and protocols.
- Carrying out skill Gap Analysis by development of Skill Mapping format for identifying next phase of training needs.
- To Develop Training Plan and Training Calendar for the employees based on Skill Map Analysis for the phase wise development of Training Modules and continuous process of Capacity Building.
- Design and Develop formats for Annual Performance Appraisal for the OSDA and WSC employees.
- To design Policies related to Compensation, Transfer, Promotion, Interns, Short Term Consultants, Grievance Redressal and Exit.
- Develop a uniform and comprehensive HR Policy by the development of Human Resource, Capacity Building and Performance Appraisal & Incentive Manual - Employees Empowerment, Employee Engagement, Employee Retention

- To assist in entire HR Generalist Profile Admin Activities - Administrative Support: Provision of adequate Human Resource, Office utilities, Logistics arrangements, facilities maintenance, tackling all disciplinary issues with suitable action, Conduct of Timely Meetings, Vendor Management, issuing of necessary Orders, Circulars & Notices, Monitoring the work of outsourced staff.
- Maintenance of Company Records (Certificate of Incorporation, MOA, AOA, Share Certificates, Board Meeting Minutes), chronological records with segregation and grading of top priority correspondences, Classification of Files, Documentation, Archives etc.
- Liaison with Govt. Departments and Ministry for the compilation, circulation and dissemination of required information. Other Activities as and when required.
- Statutory Compliances under Companies Act, 2013 and Labour laws
- Annual Action Plan- Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for HR & Admin.
- Preparation of bidding documents with detailed TOR and scope of work for hiring of organization for outsourced services through competitive bidding.
- Assist in legal cases as the Nodal Legal officer - RTI: Handling RTI queries being the PIO (Public Information Officer)
- Assist in regulatory framework and procedures for dispute resolution.
- Any Other Responsibility assigned.

Detailed Tasks and/or Expected Output

- I. Responsible for human resources management and administration including legal functions.
- II. Responsible for hiring and selection of core, support staff as well as consultants through a well structure and transparent process of recruitment
- III. Responsible for general administration regarding smooth functioning of OSDA and WSC.
- IV. Responsible for record keeping of all relevant documents
- V. Responsible for organizing important meetings.
- VI. Any other task assigned by OSDA/WSC.

Minimum Qualification Requirements

Post Graduate from a reputed institution.

Minimum 15 years' experience in HR and administration of large-scale institution. Conversant with Computer and good communication and report preparation skills are required for this assignment. Experience of externally aided projects will be added advantage. Experience of working in Odisha and similar States will be preferred.

Minimum General Experience **15 Years**
 Minimum Specific Experience (relevant to assignment) **15 Years**
 Regional/Country Experience **Required** **Desired** **Not Required**

Deliverables

Details	Name	Type	Estimated Submission Date
+ Show	Monthly Timesheet Report	Report	

Schedule and Places of Assignment (chronological and inclusive of travel)

Schedule Type **Continuous** **Intermittent**
 Max. Working Days/Week Home Office **6** Field **6**

City and Country	Working Days	Estimated Start Date	Estimated End Date	Other Details (use if place selected is Others)
Bhubaneswar, India	624	16-Jan-2023	15-Jan-2025	
Total	624			

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