



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of
Delhi Act 04 of 2020)
Sector 9, Dwarka, New Delhi – 110077

Date: 15.12.2021

Advertisement for the position of Program Managers (Females)

The Delhi Skill and Entrepreneurship University (DSEU) has been established through an act of the Legislative Assembly of the National Capital Territory of Delhi, namely the “Delhi Skill and Entrepreneurship University Act”, 2019 (Delhi Act 04 of 2020) to provide quality education in applied sciences and skill education.

The Delhi Skill and Entrepreneurship University (DSEU) is looking for Program Managers (Females) to support the DSEU- NavGurukul residential course.

The Delhi Skill and Entrepreneurship University (DSEU) in collaboration with NavGurukul is opening a centre in the Dwarka campus for 100 girls/women/trans-women in January’22. It is a 20-month of fully-funded residential training program on Software Programming which provides a guaranteed job of Rs. 20000/month as a starting salary after successful completion of the program. Student’s stay, food, laptop and internet facilities would be provided and they would just need to take care of their personal and medical expenses. Students would also be receiving certification of “Advance Diploma on Software Programming” after successful completion of the course. With the training on Software Programming, students will also be trained in English communication, personality development, leadership skills. To know more, kindly visit: dseu.ac.in/adspwithnavgurukul/

Number of Positions: 2

Roles & Responsibilities:

Program Managers will be expected to lead the execution of the residential course by:

- Establishing a good rapport with students.
- Organizing Academic Support, Student Support and Community Engagement
- Organizing meetings on a regular and consistent basis with students and staff to share information about the campus facilities and work with them to ensure student progress in regard to campus bound activities.
- Facilitate regular review & update among the facility in-charges of the NavGurukul campus-based out of Delhi
- Coordinate & take effective decisions to manage day-to-day administrative, academic, infrastructural, financial, and other activities happening on the campuses
- Perform an academic audit to ensure quality in classroom delivery,

monthly/quarterly/half-yearly/annual reviews, classroom observation of teaching faculty members

- Identify the training needs related to pedagogy, software & programming skills, etc and organize workshops/ development sessions with staff & students
- Coordinate & manage academic activities on the campus to ensure the quality delivery of the program
- Manage and coordinate the operational activities related to the setup of the new NavGurukul residential course in the DSEU Dwarka Campus.
- Manage inventories with the help of the campus team for all the major assets and work on ways to have all the assets in a usable condition
- Coordination with the campus team to identify the operational needs of the campus and initiate the process to set up the same
- Coordinating with the vendors, in many cases also finding new vendors, for the procurement of campus assets and resources
- Keep stock of campus supplies and place orders and complete the procurement process for the same.
- Managing the budget and being accountable for delivering against established goals/objectives
- Coordinating with multiple stakeholders to ensure the smooth functioning of the overall residential course

Key Qualifications:

- ❖ Bachelor's Degree from a reputed academic institution in any relevant field.
- ❖ Experience in working with students (especially young girls) and NGOs
- ❖ Good digital and research skills
- ❖ Strong excel, verbal, written and communication skills
- ❖ Secondary research and report writing skills
- ❖ Multi-tasking abilities
- ❖ Ability to manage and coordinate with multiple stakeholders
- ❖ Exceptional leadership, time management, facilitation, and organizational skills
- ❖ Working knowledge of digital marketing
- ❖ Outstanding working knowledge of management principles and performance evaluation processes
- ❖ Preferable Age will be between 23years-35years

Desirable:

Experience of working with a government organization

Mandatory Requirements: The Program Managers are required to reside in the DSEU Dwarka Campus.

Consolidated Remuneration: Rs. 35,000/- per month

Duration: 1 year (extendable based on a performance review)

General Instructions:

1. Individuals of all nationalities are encouraged to apply.
2. Before applying, candidates should ensure that they fulfil all the eligibility conditions norms.
3. No correspondence whatsoever will be entertained from applicants regarding any delays, conduct and result of the selection process
4. The decision of DSEU in all matters relating to eligibility, acceptance or rejection of the application, the penalty for false information, mode of selection will be final and binding on the candidates and no enquiry or correspondence will be entertained by DSEU in this connection
5. DSEU reserves the right to cancel the candidature of the candidate at any stage of the recruitment process and even after the selection/appointment of the candidate if he/ she does not fulfil the conditions specified in the notification
6. Incomplete applications and those received after the closing date or without relevant documents shall be rejected
7. Original documents will be required to be presented for verification as and when asked by the University
8. The last date for applying is **24th December 2021** by 5 pm.
9. Please fill in the form for your application on: <https://forms.gle/osgMrD4sBWid51Rs8>
10. Queries pertaining to the positions may also be mailed to ps-registrar@dseu.ac.in / hiring@dseu.ac.in

Guidelines for filling the Application Form for Program Managers

Documents required:

- Resume
- College Marksheets
- Class 12th Marksheet
- Class 10th Marksheet
- Covid Vaccination Certificate

The documents will be uploaded in PDF format only.

Exercise:

- Draft a noting seeking approval of the competent authority for ordering monthly groceries for the hostel mess. (200-500 words)
- Design a poster titled "Admissions Open" for Advance Diploma in Software Programming course at DSEU Dwarka Campus

Note:

- This position is only open to female candidates only.
- The Program Managers are required to stay on the residential campus.
- Only shortlisted candidates will be contacted to appear in further rounds of the hiring process.