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ASSISTANT MANAGER (TRAINING AND CAPACITY BUILDING)

About CRUT:

Capital Region Urban Transport ("CRUT"), erstwhile known as Bhubaneswar Puri Transport Services(BPTS), is the sole public bus service provider for Bhubaneswar and its surrounding area, Cuttack, Khurda, Jatani and Puri etc.; it started operations in October 2010. CRUT is a Special Purpose Vehicle ("SPV"), registered under Companies Act 2013 with 100% shareholding from Bhubaneswar Development Authority, Cuttack Development Authority, Puri-Konark Development Authority and Bhubaneswar Smart City Limited.

Presently, CRUT is going through a phase of complete transformation where the services of CRUT shall be revamped through transit infrastructure improvement (in terms of new fleets, depots, terminals, bus queue shelters etc.), adoption of Gross Cost operation model and installation of Intelligent Public Transit System (IPTS). At the same time, it is also creating proper institutional structure to manage everything on its own. CRUT has envisaged to operate its fleets in modernised form, with the induction of 200 new buses, from October 2018. Later, it will gradually raise up to fleet size of total 360 buses from next year onwards and shall have the possibility of becoming a city bus system with approximately 800 - 1000 buses in next 7-10 years.

Position:

The Assistant Manager (Training & Capacity Building) is responsible to provide support in managing training and capacity building programmes including driver and Conductor training and overall improvement of personnel associated with CRUT services.

Reporting to the Manager (Training and Capacity Building), the ideal candidate should have the professional knowledge and required expertise in Training and Capacity Building. Assistant Manager (Training & Capacity Building) shall be comfortable in managing a complex and very demanding working environment and be open to public accountability and scrutiny for their work.

Assistant Manager (Training and Capacity Building) assists Manager (Training and Capacity Building) to manage training and capacity development programs from CRUT and fellow staffs from various agencies contracted by CRUT and other Government agencies.

Qualification:

The interested candidate should have Post Graduate degree/diploma in Business Administration (Human Resource) from a reputed institute with minimum 3 years of

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experience in training and capacity building works with extensive work experience in training, capacity building and human resource management.

Responsibilities:

Strategic Planning and Leadership:

- Assist Manager (Training and capacity building) in managing Training, Capacity Building and Human Resource management work.
- Provide and manages work related to Human resource, Training and capacity Building from all the companies associated with CRUT
- Cultivate a strong and transparent working relationship with General Manager (Persons and Administration).
- Work collaboratively and strategically with other Managers.

Training and Capacity Development:

- Assist in managing full range training programmes including drivers and conductors.
- Assist in coordinating with Programme Management Consultant or any other agencies hired by CRUT and Odisha Skill Development Authority to develop training framework and schedule.
- Assist in coordinating with Project Implementing Agency (PIA) for training purposes.
- Assist Manager (Training and capacity Building) to prepare the terms and conditions for MoU with PIA.
- Assist in ensuring that the delivery of training is cost effective, consistent and meet the expectations.
- Assist in assessing the training need assessment of all the personnel involved in bus operations.
- Assist in assessing the performance of trained personnel and identify the training need.
- Assist in providing instructions in the areas of social responsibility, work place health and safety, workers' rights etc.
- Maintain training records, including class schedule, participant attendance list, training material etc.
- Actively seek ways to improve instructions.
- Continue update training content, teaching methodology and techniques to make it relevant with respect to time.
- Assist in preparation of Induction Kit.

Communications

- Participate in discussions, problem solving and priority-setting within CRUT

- Maintain sound working relationships and cooperative arrangements with guest lecturers or trainers.

Remuneration:

Negotiable. An all-inclusive monthly consolidated remuneration shall be paid for this position depending upon the Qualification, skills, experience and the present pay drawn.

Tenure of Engagement:

The tenure of appointment shall be on contractual basis for a period of minimum 2 years' subject to extendable to a further period based on satisfactory performance and can be terminated at any time by giving one month notice without assigning any reason thereof.