



**THE INSTITUTION OF ELECTRONICS AND TELECOMMUNICATION ENGINEERS (IETE),  
REQUIRE ASSISTANT SECRETARY (SKILL DEVELOPMENT) AT IETE HQ, NEW DELHI  
ON CONSULTANT BASIS**

Consolidated emoluments of Rs. 50,000/- p.m.

Essential Qualifications: B.Tech (CS,IT,ET), MBA with experience of 7 years in Industries/Institutions. 5 years experience is desirable in Skill Development.  
Age:35 years and above

**Job Description:** To identify and access future and current training needs in area of Skill Development Courses, vocational, short/long term courses. To draw an overall or individualized development plan that addresses needs and expectations. To mobilize the trainees for the skill development courses/vocational courses through seminar, workshop, road shows, digital marketing & through effective induction and orientation sessions. To liaison/tie-up with Corporates/Industries / Institutions and Societies for conducting training programmes for their employees to enhancing skills, performance, productivity and equality of work. To monitor and evaluate training programmes effectiveness, success and ROI periodically and report on them. To maintain a keen understanding of training needs, developments and best practices. Building relationships with training partners, Industries/Corporates/ Institutions and other similar societies.

The application should be addressed to Secretary General, IETE, 2, Institutional Area, Lodi Road, New Delhi - 110 003 and sent by post/email only. The application should reach IETE HQ latest by 20 August 2018. For any queries, please contact on Ph.No. 43538822/23, email at sec.gen@iete.org