



National Institute for Smart Government

NISG at a glance:

National Institute for Smart Government (NISG), is a not-for-profit company incorporated in 2002 (under Section 25 of the Companies Act) with NASSCOM, Government of India and Governments of Andhra Pradesh, Chhattisgarh, Meghalaya being its initial promoters

NISG is being shaped as an institution of excellence in the area of e-Governance. Currently, it operates in the area of providing consulting services in Strategic Planning, Project Development, and Capacity Building. NISG provides a unique platform for people passionate to work towards nation building and who aspire to bring about a positive change in the society and the lives of millions of Indians.

If you are passionate about making a difference to the lives of millions of fellow countrymen, join hands with NISG and be part of a wonderful journey of transforming India through the path of e-Governance.

For more information about NISG, Please browse www.nisg.org

Job Description

Designation: Manager – Training & Development / Capacity Building and Knowledge Management

Duration of Engagement: 2 years (Contractual basis)

Location/Positions: Hyderabad (02)

The job responsibilities include but not limited to:

- Ensure smooth and effective functioning of training events and special projects especially in the e-Governance domain
- Ability to coordinate and conduct large / small scale training programs.
- Act as a single Point of Contact (SPOC) for day-to-day activities of the training project.
- Provide logistical support for course development, delivery, evaluation, process measurements, and cost management
- Monitor and evaluate training effectiveness, success and ROI periodically and report.
- Choose appropriate training methods per case (simulations, mentoring, on the job training, professional development classes etc)
- Use accepted education principles and track new training methods and techniques
- Design and prepare educational aids and materials as relevant to the training programmes

- Ability to design and develop capacity building strategies based on Training Needs Analysis and understanding of the operating context
- Partner with internal stakeholders and liaise with subject matter experts regarding instructional design and documentation.
- Manage project financials (payments/receivables) and Integrate and coordinate all the activities/resources for successful implementation
- Organize project field visits (local & out of state), in coordination with the course anchor/coordinator and course director(s), and programme head

Required Profile:

- First Class Post Graduate degree holder with 8 to 10 years of experience in Learning & Development domain / Training projects, including 2 to 3 years' experience as a Team Leader.
- Proven working experience in coordinating multiple training events in a government, /corporate setting. Familiarity with traditional and modern training methods (mentoring, coaching, on-the-job or in classroom training, e-learning, workshops, simulations etc)
- Adequate knowledge of learning management systems and web delivery tools
- Excellent communication and presentation skills
- Proven Team leadership skills. Ability to plan, multi-task and manage time effectively
- Strong report writing and record keeping ability with Good computer and database skills
- Experience of working on State/Central Government assignments in implementation of training programmes is preferable
- Develop and maintain data base /network of organizations and individuals to support as Speakers and SMEs
- Willingness to travel extensively and at short notice

Interested candidates meeting the above eligibility criteria can send their resumes to poornima@nisg.org .

Important Note:

Candidates need to fill in and send the application form along with the detailed resume. CVs without the detailed application form shall not be considered.

Click here to download the application form

[Application Form](#)

Last date for receiving the applications is 18th March 2016.