

Job Title: Centre Head – BEST (Skilling Initiative)

Division	XX	Department	
Level / Grade	YY	Functional Area	Program Implementation – BEST (Skilling Initiative)

1	Job Title	Centre Head – BEST (Skilling Initiative)	
2	Reporting		
3	Education	PhD or Masters	
	Experience	<i>Minimum:</i> 10years	<i>Maximum:</i> --
		Industry experience of 10 years is essential in any engineering domain other than IT	
4	Job Role & Responsibilities	<p><i>Job Overview</i></p> <p>The Centre Head will be responsible for the strategic and operational leadership of the Bajaj Engineering Skills Training (BEST) Centre. This role involves overseeing program delivery, team performance, stakeholder engagement, and institutional coordination to ensure the centre operates efficiently and delivers high-impact outcomes.</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> • Provide end-to-end management of BEST Centre operations, ensuring alignment with program goals and timelines • Oversee performance of faculty, instructors, and support staff, driving accountability and continuous improvement • Monitor program efficiency, quality standards, and training outcomes • Lead expansion planning and execution for new training modules, labs, or partnerships • Serve as the single point of contact (SPOC) for university coordination and external institutional engagements • Ensure timely decision-making across operational, academic, and administrative functions • Implement governance mechanisms and review systems to track progress and resolve issues • Promote a culture of excellence, discipline, and innovation within the centre • Represent the centre in strategic discussions, reviews, and stakeholder forums • Collaborate with the Bajaj CSR leadership team to align centre performance with broader organizational objectives. 	

		<ul style="list-style-type: none"> • The roles and Responsibilities are not limited, Additional responsibilities may be assigned, and existing ones may be modified to meet changing demands.
5	Competency Requirements	<ul style="list-style-type: none"> • Extensive knowledge of industrial operations, manufacturing systems, and engineering practices • Capable of making informed decisions that align with organizational goals and operational priorities. • Proven experience in managing large-scale training or skilling programs • Strong organizational planning and operational management capabilities • Proficiency in performance monitoring, data analysis, and decision-making • Familiarity with academic governance and institutional collaboration <p><i>Behavioral:</i></p> <ul style="list-style-type: none"> • Strategic leadership and vision • Excellent communication and stakeholder management skills • High level of integrity, discipline, and professional accountability • Ability to lead diverse teams and foster cross-functional collaboration • Strong time management, problem-solving, and adaptability in dynamic environments