

A.P. Women's Co-Operative Finance Corporation Ltd

Details for the advertisement inviting resumes from the eligible candidates

S.No	Position	Qualification and Experience required	Job Chart
1	State Program Manager - Trainings	<ul style="list-style-type: none"> ▪ Post Graduate ▪ Minimum 7 - 10 years experience in Skill development sector ▪ Work experience in Govt sector will be an added advantage ▪ Flexible to work long and unpredictable hours ▪ Passionate to work in development sector ▪ Ability to lead team towards achieving targets ▪ Experience in project management, project budgeting and networking ▪ Proficiency in MS-Office ▪ Good oral and written communication in English & Telugu 	<ul style="list-style-type: none"> ➤ Reporting to MD, Corporation ➤ Will be responsible for implementation of the Skill development training programs ➤ Achievement of targets / tasks assigned ➤ Documentation and maintaining MIS data base ➤ Timely submission of reports ➤ Identification of potential Training providers, employers ➤ Implementing and mentoring partnerships to achieve the assigned responsibilities ➤ Channelizing the opportunities to the Women ➤ Coordination with line Departments
2	Asst Program Manager	<ul style="list-style-type: none"> ▪ Post Graduate ▪ Minimum 4 - 6 years experience in Skill development sector ▪ Work experience in Govt sector will be an added advantage ▪ Flexible to work long and unpredictable hours ▪ Passionate to work in development sector ▪ Ability to lead team towards achieving targets ▪ Experience in project management, project budgeting and networking ▪ Proficiency in MS-Office ▪ Good oral and written communication in English & Telugu 	<ul style="list-style-type: none"> ➤ Reporting to MD, Corporation ➤ Will be supporting SPM in implementation of the Skill development training programs in the assigned region / territory ➤ Achievement of targets / tasks assigned ➤ Documentation and maintaining MIS data base ➤ Timely submission of reports ➤ Identification of potential Training providers, employers ➤ Implementing and mentoring partnerships to achieve the assigned responsibilities ➤ Channelizing the opportunities to the Women ➤ Coordination with line Departments

3	MIS Executive	<ul style="list-style-type: none"> ▪ Post graduate ▪ Experience of 2-4 years in Skill development sector ▪ Experience in Government Sector and filing process will be added advantage ▪ Proficiency in MS – Office, latest IT Tools ▪ Strong knowledge in reporting formats, structures and processes ▪ Good oral and written communication skills in Telugu and English 	<ul style="list-style-type: none"> ➤ Reporting to MD, Corporation ➤ Preparation of program/scheme wise MIS reports ➤ Coordination with District teams, updation of data base ➤ Collection/Preparation of Program/Scheme wise case studies in coordination with Senior Managers and District teams ➤ Communication with all the stake holders
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Resume should reach to careers.apwfc@gmail.com

On or before 10-07-2017