



INDIAN SOCIETY FOR TRAINING & DEVELOPMENT, NEW DELHI

Advertisement for Vacant Positions | Location New Delhi

The Indian Society for Training & Development (ISTD), established in April 1970 as a non-profit Society, is a premier National Institution devoted to the cause of Human Resource Development. It has affiliations with International Federation of Training and Development Organization (IFTDO), Geneva. ISTD has a large membership of institutions and individuals from government, public, private sector organizations, etc. ISTD has 47 Chapters located in major cities all over the country with Headquarter at New Delhi. ISTD conducts Research, Consultancy, Seminars, Convention, Training Programs, etc. at Regional, National and International Level. PG Diploma in Training and Development is a flag ship program of the Society.

We are looking for various positions such as Executive Director (1 Post), General Manager (1 Post) and Executive / Sr. Executive (1 Post):

1. Executive Director (1 Post)

The incumbent would head the Institution. The position calls for high level of communication, persuasive ability, Leadership and Networking. The position is based in Delhi and contractual in nature. Compensation would commensurate with the fitment of the candidature. The Executive Director will report to the National President.

Eligibility Criteria:

- (i) Post graduate Degree from recognized university. A doctoral degree will be preferred
- (ii) Minimum 20 years Administrative / Managerial experience in Government / PSU / Industrial / Service Organisations with strong liaison with Govt. Bodies and Industries.
- (iii) The age limit is 64 years on the date of application.
- (iv) Candidate based in Delhi would be preferred.

Job Responsibilities:

- (a) Coordinate with Chapters, activities related to education, training, fund-raising and membership development.
- (b) Organize and conduct Diploma Programs through network of Chapters.
- (c) Provide support to various Chapters for furthering the objectives of ISTD.
- (d) Liaise with external agencies with regard to statutory requirements, research and consultancy.
- (e) Co-ordinate with various Government, Local Authorities, Financial Institutions, Industrial, Academic Organisation, etc.
- (f) Handling administrative affairs of the Society.
- (g) Help National President and National Council in furtherance of objectives of ISTD.
- (h) As head of the Secretariat, provide overall supervision for all activities.
- (i) Implement the decisions of the National Council.
- (j) Organize Training programs, Conferences, Events, and other Business development activities for the society.

2. General Manager – Learning & Development and Business Development (1 Post)

Eligibility Criteria:

- (i) Graduate from a recognized University. MBA / Post Graduate Diploma in Management will be preferred
- (ii) 12 years of working experience in Administrative post and having working experience on Computer
- (iii) The age limit is up to 50 years on the last date of application.

Job Responsibilities:

- a) Handle promotional activities, organize seminars, training programs
- b) Promote Training Programmes / Diploma Program, etc.
- c) Coordinate with training departments of PSUs, Corporate and liaison work
- d) Devise Campaign management
- e) To connect with skilling eco system
- f) The incumbent shall possess strong analytical skills and data-driven thinking, Up-to-date knowledge with the latest trends and best practices in online marketing
- g) Be able to design training programme, Excellent written & verbal communication and interpersonal skills and Candidates should be confident, sincere, outgoing and having a positive frame of mind to achieve targets.

3. Executive / Sr. Executive - Learning & Development and Business Development (1 Post)

Eligibility Criteria:

- (i) Graduate/Post Graduate in relevant field
- (ii) Minimum 03 years of relevant experience
- (iii) The age limit of 35 years on the last date of application.
- (iv) Excellent verbal & written communication skills in English along with knowledge of MS Office & proficiency in Secretarial assignments.

Job Responsibilities:

- a) The incumbent is expected to perform all assigned office jobs.

- **Remuneration will be the best in the industry.**
- **The applicants shall apply online (subject: vacancy for the post of) CV & latest photograph on or before 10th February, 2023 to: info@istd.in**