

<b>Organization:</b>	<b>BEAUTY &amp; WELLNESS SECTOR SKILL COUNCIL</b> (A Registered Society having been incorporated by CII and National Skills Development Corporation)	<b>Unit:</b>	NEW DELHI
<b>Position:</b>	<b>Chief Executive Officer (CEO) / Chief Operating Officer (COO)</b>	<b>Date:</b>	20/05/2019

## JOB PURPOSE

### Objectives of B&WSSC:

- a. Conduct skill gaps study in each trade and setup sub sector groups for the key trades of Beauty & Wellness Industry on an ongoing basis
- b. Develop catalogue of Beauty & Wellness industry occupations/skills and related occupational standards
- c. Create awareness and attract learners through Brand Promotion of the Beauty & Wellness Industry
- d. Involve employers, learners, other academic and vocational bodies and private players in skill development intervention
- e. Accreditation/Affiliation of training providers (through partners) and Certification of Learners/ Workforce
- f. Facilitate/Conduct Training of Trainers and Training of Assessors for enabling skill centers
- g. Establish/Facilitate in-house Training Centers and Centers of Excellence (Coe's)
- h. Set-up effective Market Information System (MIS)
- i. Relate the Indian Beauty & Wellness education standards with the international standards for creating widely accepted world class workforce.

## ENVIRONMENT / BACKDROP

The CEO/COO is required to work with the key stakeholders and partners from the Beauty & Wellness sub-sectors, NSDC, Government of India and with groups of International experts. The person will have to build further and drive the organization, deliver time bound outcomes as per the business plan while ensuring that the entire process is consultative and includes feedback from the industry.

<b>OPERATING NETWORK / INTERFACE</b>	
<b>External Interface</b>	<b>Internal Interface</b>
<ol style="list-style-type: none"> <li>1. All partners within the Beauty &amp; Wellness sector including Industries, Associations, Academic Institutions etc.</li> <li>2. Interact with NSDC, Central &amp; State Governments, Ministries like MSDE, MoT, etc.</li> <li>3. Service providers offering skills training in the sector</li> <li>4. Interface with the un-organized sector players and supply chain to understand the skills requirements</li> <li><b>5. Advocacy &amp; Marketing of all skill related programmes and job roles offered by the SCC to external stakeholders and developing more based-on market demand</b></li> </ol>	<ol style="list-style-type: none"> <li>1. General / Governing Board of the Council</li> <li>2. Advisory Board of the Council</li> <li>3. Committees and Forums</li> </ol>

<b>MINIMUM REQUIREMENTS</b>	
<b>Education &amp; Relevant Experience</b>	<ol style="list-style-type: none"> <li>1. Post-Graduation (Preferable) in Beauty &amp; Wellness Industry or any other related application-based field</li> <li>2. Minimum 10 years of progressive experience in leadership role</li> <li>3. Proven track record of incubating a business enterprise/business division and successfully transforming into a profitable venture</li> <li>4. Experience in strategic planning and execution</li> <li>5. Experience in dealing with diversified range of stakeholders both industry and government heavily based on partnerships</li> <li>6. Ability to create internal systems and procedures for effective delivery and operations with strong leadership capabilities</li> <li>7. Understanding of the Beauty &amp; Wellness sector and its sub sectors is must</li> </ol>

Competencies	
Technical (Knowledge, Skills, Attitude)	Generic
<p><b>Technical Knowledge &amp; Skills</b></p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Creating operational procedures</li> <li>• Strategic Planning &amp; Execution</li> <li>• Business Incubation</li> </ul> <p><b>Attitude &amp; Communication Skills</b></p> <ul style="list-style-type: none"> <li>• People's person,</li> <li>• Go getter with the ability to meet deadlines and 'get things done'</li> <li>• Passionate about working with people and impacting the lives of the people at the bottom of pyramid</li> <li>• Having strong communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Entrepreneurial: Ability to start from scratch and setting up the organization.</li> <li>• Must have demonstrated multi-tasking abilities and be able to work both independently and with a group.</li> <li>• Ability to drive and motivate the co-workers and teams to successfully meet all project deadlines</li> <li>• Team Player</li> </ul>

PRINCIPAL ACCOUNTABILITIES
<p>Provide leadership to position the B&amp;WSSC at the forefront of the industry. Develop a strategic plan to advance the B&amp;WSSC's mission and objectives and to promote revenue, profitability and growth as an organization. Oversee B&amp;WSSC's operations to ensure efficiency, quality, service, and cost-effective management of resources. <b><i>Ensure to reach the ultimate objective of placements of all candidates trained under the B&amp;WSSC umbrella.</i></b></p>
<ul style="list-style-type: none"> <li>▪ Showcase exemplary capabilities in Strategic Management, Corporate Governance, and Creating Standards &amp; Processes, improving efficiency, Increasing Productivity and Fiscal discipline and transfer the same quality downwards through proactive leadership.</li> <li>▪ Ensure the implementation and execution of operations approved by Funding Agency and should be capable of delivering the objectives of meeting business plan</li> <li>▪ Ensure legal/ statutory compliances, ensure that the organization delivers. In time high quality services and choose lasting organic growth rather than fast crumbling inorganic growth</li> <li>▪ Oversee B&amp;WSSC operations to ensure production efficiency, quality, service, and cost-effective management of resources.</li> <li>▪ Keep a close watch on compliance with the norms provided by the funding agency while successfully addressing the requirements laid down by the industry.</li> <li>▪ Keeping the organization well-resourced in terms of finance, knowledge, partnerships and implementation capabilities.</li> <li>▪ Plan and ensure availability of recurrent/exceptional reports from all departments. Analyse these regularly-for trends and patterns with guidance/ assistance with departmental head to take leads from them to run and grow the business more efficiently.</li> <li>▪ Evaluate performance of executives/staff for compliance with established policies and objectives of the B&amp;WSSC and contributions in attaining its objectives.</li> </ul>

- Motivate/ communicate/enable the departmental heads to work to proactively to handle the sticky situations with the aim to rectify and avoid recurrences.
- Promote the B&WSSC to local, regional, national, and international constituencies
- Draw up quarterly plans and targets and ensure their delivery.
- Plan develop, and implement strategies for generating resources and guiding business model to attain the self-sustainability of the organization
- Ensure capacity building for Team B&WSSC
- Other duties as may arise.

**Please send in your application [info@bwssc.in](mailto:info@bwssc.in) to with a copy of your resume. Lat date of application would be 5<sup>th</sup> June 2019.**

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