**Job Description**

 **Consultant Faculty - Pumps & Motor Repair**

**Reporting to:** Centre Head

**Role and Responsibilities**

**General**

* Adhering to the training schedule and ensuring imparting of quality training as per defined parameters and scheduled timelines, comprising of the following:

o Ensure that the Code of Conduct is duly administered and adhered to

o Ensure maintenance of day wise module and curriculum of each courses/trade and daily log for the course being conducted and the same to be displayed in the classroom

o Ensure maintenance of attendance sheet for each training session in the prescribed format

o Ensure timely feedback to training coordinator with regards to the training

o Provide continuous guidance and mentoring to trainees

o Ensure timely availability of training materials / consumables / tool kits at the site of the trainings

o Ensure timely reports, success stories, best practices, write ups for newsletter and any other required communication

o Submission of MIS as per the agreed calendar

o Manage the evaluation and certification process for the candidates upon completion of training

* Sourcing of trainees for each batch well in advance with adequate applications in the pipeline for at least one additional batch. This will comprise of the following:

o Conduct sourcing activities by exploring all sourcing channels like catchment areas, educational institutions, employment exchanges, ICICI Group references, etc.

o Ensure updated sourcing collaterals are available at the required times in adequate numbers

o Documentation of sourcing activities including filling in of application forms and other required pre training activities

* Placement of candidates in coordination with the Centre Head & Central Placement team. This will comprise of the following:

o Preparation of trainees’ CVs

o Identifying potential employers and relationship building and maintenance

o Handholding of trainees after placement

* Any other duty assigned from time to time by Centre Head

**Trade specific**

Conduct training for Pumps & Motor Repair course. This will include the following modules:

* Life Skills
* Etiquette and Grooming
* Basic English
* Customer Service
* Basic Computers
* Financial Literacy
* Fundamentals of pumps and motor sets
* Components of pumps and motor sets
* Pump and motor set installation, operation and troubleshooting
* Different types of pumps (centrifugal, jet, submersible, dewatering, suction etc.)
* Detailing of induction motors
* Concept of motor connection
* Electrical measurement instruments
* Operation of diesel engine pump sets
* Piping connections including fitting, valves, sealing, packing, couplings and bearings.