

Date: 21.11.2024

**Tamil Nadu Working Women's Hostels Corporation Limited**

Recruitment of Chief Executive Officer for Tamil Nadu Working Women's Hostels Corporation Ltd.

The Government has established a Special Purpose Vehicle (SPV) under the Department of Social Welfare, specifically for developing affordable hostels and accommodations for working women and senior citizens. This initiative is incorporated as the **Tamil Nadu Working Women Hostels Corporation Limited (TNWWHCL)** under the Companies Act of 2013, effective from February 06, 2020.

There is an immediate need to fill the vacancy for the following post at TNWWHCL in Chennai.

S. No	Designation	No. of Vacancies
1.	Chief Executive Officer	1

The application form, educational qualification, age, and other details are available at [www.tn.gov.in](http://www.tn.gov.in) (Social Welfare & Women Empowerment Department) and [www.tnwwhcl.in](http://www.tnwwhcl.in)

Eligible candidates can apply for the above-said post in the prescribed application form along with a passport-size photograph on or before **05.12.2024 by 05.00 p.m.**, to the following address.

The Managing Director,  
Tamilnadu Working Women's Hostels Corporation Ltd.,  
Commissionerate of Social Welfare Department  
No.5 Kamarajar Salai, Lady Willington Collage, Chennai 600005.

The application should reach this office within the stipulated date. Incomplete applications and applications which are received after the due date will not be entertained. The appointment will be purely on a merit and experience basis. The discretion of the Selection Committee will be final in this regard.

## **Tamil Nadu Working Women's Hostels Corporation Limited**

### **Notification for Filling CEO Vacancy**

#### **1. Chief Executive Officer:**

**Qualification and Experience:** The Chief Executive Officer should hold any UG/PG degree, with a minimum of 10 years of relevant experience, most preferably in **Operations Management / Project Management / Hospitality Industry**. The candidate must possess excellent communication skills and have a strong command of both English and Tamil. Additionally, they should be capable of leading the Operations Team effectively and have strategic planning expertise.

**No. of Vacancies: 1**

**Age Limit: 35 & above**

#### **2. Roles and Responsibilities:**

The CEO plays a crucial role in shaping the organization's success and resilience, balancing strategic planning with day-to-day leadership to guide the company effectively.

##### **1) Setting Vision and Strategy**

- Defining the long-term vision, mission, and strategy of the company.
- Developing plans to achieve business growth, market expansion, and sustainability.
- Communicating the vision to employees, stakeholders, and investors to align everyone with company goals.

##### **2) Leadership and Management**

- Overseeing the executive leadership team, hiring senior management, and shaping company culture.
- Providing guidance, mentorship, and motivation to senior leaders to ensure effective decision-making across departments.
- Ensuring the company has a high-performance work culture focused on productivity, innovation, and collaboration.

##### **3) Operational Management**

- Making high-level operational decisions that affect the entire company, including running Hostels efficiently.
- Overseeing policies, procedures, and resource allocation to ensure smooth operations aligned with strategic objectives.
- Establishing key performance indicators (KPIs) to monitor progress and hold teams accountable for performance to make practical, data-driven decisions.

#### **4) Financial Oversight**

- Setting financial goals and budgets with the Chief Financial Officer (CFO).
- Analyzing and interpreting financial data to guide strategic planning and ensure financial stability.
- Managing relationships with investors and funding sources, often involved in fundraising or capital allocation.
- Budgeting, Forecasting, and Cost Management are the keys in charge of a department to ensure financial health and optimal resource allocations.

#### **5) Innovation and Change Management**

- Fostering a culture of innovation, adapting to technological advancements, and exploring new business models tailored to each hostel's location.
- Leading change initiatives to address market shifts or organizational restructuring.
- Leading digital transformation efforts or other initiatives to ensure the company remains competitive and relevant.

#### **6) Risk Management and Compliance**

- Identifying potential risks to the company and the hostels, and developing strategies to mitigate them.
- Ensuring that the company complies with laws, regulations, and ethical standards.
- Staying informed about industry trends, competitive dynamics, and potential threats to make proactive adjustments.

#### **7) Stakeholder Management and Communication**

- Acting as the face of the company, representing it to external stakeholders, including investors, media, government entities, and customers.
- Building and maintaining relationships with key partners, and the broader community.
- Communicating progress, challenges, and performances to the Board of Directors, ensuring transparency and accountability.

# Application Form

**1. Full Name of the applicant:**

**2. Date of Birth and Age:**

**3. Address:**

**4. Mobile No:**

**5. E-Mail ID:**

**6. Educational Qualification: (In case you need more space, kindly attach separate Sheets in the same format).**

Affix Recent  
Passport size  
Photograph

[illegible]

**7. Brief Service Particulars and Experience:** (Starting from the most recent post. In case you need more space, kindly attach separate sheets in the same format).

Designation	Organization	Duration		Brief Description of Duties
		From	To	

**8. Additional information**, if any, in support of suitability for the post: (Any other National or State level Recognition/Awards won/Publications/experience/assignments relevant to the requirements of the post applied.)

**9. It is certified that,**

- a. The information furnished in the application form and enclosed documents is correct.
- b. If selected, I shall not hold office of profit pursue any profession, or carry on any business other than my designated position of Chief Executive Officer at the TNWWHCL.

**(Signature of the applicant)**

**Place:**

**Date:**