

NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
Rajendranagar, Hyderabad-30

Applications are invited from the interested candidates for the following positions to work under Aajeevika Skills /Roshni Initiative projects at Aajeevika Skills Division, NIRD& PR, Hyderabad.

S.No	Name of the Post	No.of Posts	Applications to be sent to
1	Project Officer / Project Manager	12	aajeevikanird2@gmail.com
2	Project Manager (Accounts)	5	aajeeevikafinancenird@gmail.com
3	Project Manager (MIS)	2	aajeevikamisnird@gmail.com

- ❖ All the above mentioned posts are purely on **Contract basis** only
- ❖ For Eligibility criteria and other details please log on to www.nird.org.in
- ❖ Candidate can apply for more than one post but separately.
- ❖ Director General, NIRD& PR has every right to cancel the selection or postpone the selection process.
- ❖ The candidate should send their application through the e-mail IDs mentioned against each post separately in the prescribed format or send hard copy to the address mentioned.
- ❖ Last date for receipt of applications – 21stAugust 2014.

PROJECT DIRECTOR
Aajeevika Skills Division

NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
Rajendranagar, Hyderabad-30

Terms of Reference and Required Qualifications and Experience

1. Project Officer / Project Manager (12 Posts –8 for Aajeevika Skills & 4 for Roshni Initiative Projects)

Remuneration payable: Rs. 30,000/- to Rs. 40,000 per month(Consolidated, depending on experience and qualification)

Terms of Reference:

Within the overall guidance of Project Director, Aajeevika Skills NIRD and COO Roshni Initiative, the Project Officer / Manager would -

- Support the Director in managing the Aajeevika skills division on day-to-day basis.
- Support/Coordinate file management, budget watch, Finance and HR aspects etc.
- Plan monthly monitoring visits to the project areas based on the implementation plan submitted by various Project Implementing Agencies (PIAs), monitoring and report the progress to Director, Aajeevika Skills.
- Liaison with other Resource Cells in NIRD, National Resource Organizations and NMMU/NRLM, apart from other units within NIRD.
- Coordinate with SRLMs in various states.
- Build and manage partnerships with Capacity Building Resource Agencies, Community Institutions etc.
- Develop and manage the training and activity calendar(s).
- Participate in Training, Documenting, Module Development, Material Development etc.
- Take up any other activity as assigned by the Project Director, from time-to-time.
- Willingness to travel extensively in project areas.

Age: Not more than 30 years as on 01.08.2014.

Qualification: Post Graduate Degree / Diploma in Management, Agriculture, Economics, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields from a recognized institute /University.

Experience: More than three years of experience.

- Candidates with experience in following fields will be preferred:
 1. Rural Development
 2. Skill Development / Livelihood Projects
 3. Execution and monitoring of government projects.

Competencies:

- Comprehensive understanding of Aajeevika / Roshni initiative projects processes and activities
- Working knowledge of MS Office
- Excellent Reading , Writing and Communication skills in HINDI and ENGLISH
- Participatory training and facilitation skills
- Willingness for fieldwork and extensive travel across the country
- High integrity and ethical standards
- Cultural, gender, religion, and age sensitivity and adaptability
- Strong faith in the capacity of the communities and community cadres
- Team Leadership and conflict resolution skills
- Planning and using time and resources optimally
- Information analysis and management
- High energy and positive/constructive attitude
- Openness to critical feedback

2. Project Manager (Accounts) - (5 Posts – 3 for Aajeevika Projects & 2 for Roshni Initiative Projects)

Remuneration payable: Rs. 30,000/- to Rs. 40,000 per month (Consolidated, depending on experience and qualification)

Terms of Reference:

Within the overall guidance of Project Director, Aajeevika Skills NIRD and COO Roshni Initiative, the Project Manager (Accounts) would -

- Conduct financial monitoring of projects
- Liaisoning with internal departments
- Conducting training and workshops

- Processing files for release of funds
- Attending work assigned by MoRD
- Take up any other activity as assigned by the Project Director, from time-to-time

Age: Not more than 30 years as on 01.08.2014

Qualification: B.Com with MBA in Finance / M.Com from any recognized Institute / University, Chartered Accountants from ICAI.

Experience:

Minimum 3yrs of Article ship prescribed by ICAI and at least 2years of work experience in accounting and auditing of Corporates/ NGOs/ International NGOs / Government departments for CAs .

Minimum 5years of accounting/ auditing in corporate organisations/ NGOs/ international Organizations/ Government departments for MBAs/ M.Com graduates

- Accounting /Auditing of large and medium sized corporates/ Govt authorities implementing development projects.
- Familiar with Accounting Software such as Tally.
- Report writing skills.
- Training and Capacity Building of implementing agencies officials and other stakeholder.

Competencies:

- Working knowledge of MS Office
- Excellent Communication skills in HINDI and ENGLISH
- Willingness to extensively travel across the country
- High integrity and ethical standards
- Teamwork and conflict resolution skills
- Information analysis and management
- High energy and positive/constructive attitude
- Openness to critical feedback

3. Project Manager (MIS) (2 Posts – 1 for Aajeevika Skills Projects and 1 for Roshni Initiative)

Remuneration payable: Rs. 30,000/- to Rs. 40,000/- per month(Consolidated, depending on experience and qualification)

Terms of Reference:

Within the overall guidance of Project Director, Aajeevika Skills NIRD and COO Roshni Initiative, the Project Manager (Accounts) would -

- Lead and Anchor the MIS related activities at various levels
- Guide the Project Implementing agencies with regards to MIS related activities.
- Collect and summarize the data from various sources
- Train the PIA representatives with regards to MIS
- Liaison with National Resource Organization(s),NMMU/NRLM and SRLM
- Facilitate/Participate in Briefing/debriefing, Exposure/Immersion, ToTs, Training, Process/ Video/Best Practice Documenting, Module Development, IEC and Training Material Development etc.
- Participate in project progress reviews periodically
- Take up any other activity as assigned by the ProjectDirector, from time-to-time

Age: Not more than 30 years as on 01.08.2014

Qualification: MBA in IT/CS or MCA or M.Tech / B.Tech in Computer related field from a recognized Institute / University.

Experience:

- More than three years of experience as MIS Officer/Manager.
- Candidates who are having experience in Skill Development / Livelihood projects/Rural Development projects / welfare schemes of the Government / Corporates / NGOs will be preferred.

Competencies:

- Working knowledge of web-based programmes, ERP and information Management Systems.
- Comprehensive understanding of NRLM processes and activities.
- Information analysis and management

- Excellent Reading , Writing and Communication skills in HINDI and ENGLISH
- High integrity and ethical standards
- Cultural, gender, religion, and age sensitivity and adaptability
- Strong faith in the capacity of the communities and community cadres
- Teamwork, Leadership and conflict resolution skills
- Planning and using time and resources optimally
- High energy and positive/constructive attitude
- Openness to critical feedback and differing points of view

Nature of engagement: - The engagement is purely on **contract** which will be initially for a period of **one year**. Extension can be considered, based on performance and requirement of the Institute.

All the positions offered are on contract in project mode and does not envisage any form of regular appointment at NIRD in future .

Mode of Submission of Applications:

Interested candidates should submit their application in the prescribed format duly signed and scanned, along with the scanned copies of educational and experience certificates to the mail IDs mentioned against each post separately.

(OR)

The hardcopy of the application may be sent to Shri. K.R. Padmanabha Rao, Project Director, ASDP, SK Dey Block, National Institute of Rural Development, Rajendranagar, Hyderabad 500 030.

Last date of Submission of Applications **is** **-**
21.08.2014 (5.00 PM IST) Applications received after due date will not be considered.

Assistant Registrar