

## **RECRUITMENT NOTICE**

**Date: 23-07-2018**

Indian Institute of Entrepreneurship (IIE), Guwahati an autonomous organization under Ministry of Skill Development and Entrepreneurship (MSDE), Govt. Of India invites applications for the following post on contractual basis for its Social Institution Building Cell (SIBC) at IIE.

**Position: Project Manager (One)**

**Scope of position:**

The Project Manager will assist the project in building Grass Root Institution/s those will effectively and efficiently implement activities to serve the community. Extracting benefit of the services available for the community utilizing the same for enhancement of livelihood initiatives by the community would be the envisioned goal of the cell. The institutions would a)facilitate increased access to existing services; b)support the community in enhancing their livelihood; c)build the capability of the community so that they can use the their income efficiently, responsibly utilize the available financial services to which they have access.

**Essential Qualification:**

The Project Manager should hold a Master Degree in Social Science or any relevant subject.

**Language:**

High level of fluency in English and Hindi apart from the Local Language

**Experience, Skills:**

- a. Experience of working in medium/large size project(s) assisted/funded by any international/national organization and/or any international/national NGO institution and/or experience in working in reputed Institution engaged in training and capacity building of grass root institutions;
- b. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respect strict deadlines and multi-tasking
- c. Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and ability to work independently as well as in teams.
- d. Knowledge of Computer – MS Word, MS Excel, Power Point and other relevant application
- e. Minimum of 10 years of experience in Training Capacity Building, field work relating to Community, Preparing Training Module, Executing PRA Tools and Research related work.
- f. Good in report writing and presentation.

**Age:**

Not more than 50 years as on March 2018.

**Key Responsibility:**

1. The Project Manager will contribute to the development and implementation of Institution Building activities for the benefit of the project beneficiaries, which includes project targeted communities, who are underserved with existing services. In the process necessary tie ups for convergence of institutions or service providers has to take care of.
2. Project Manager along with the team members will collect information on household on necessary information related to, involvement with institutions, like capacity building, financial, marketing etc.; and judge the existing trends or environment in accessing available services. The Project manager will study the existing capacity building, financial service providers to the community and judge the gaps in the existing offerings and devise suitable strategies to plug in those gaps.
3. The Project Manager will work with his team in developing module for Institution Building for project beneficiaries depending upon the requirements.
4. Project Manager will work with the team in providing capacity building training based on the modules developed. Planning for the same is another task to be prepared by the Project Manager.
5. Project Manager also have to prepare a monitoring and evaluation mechanism and oversee the proper implementation of the designed capacity building training activities.
6. Project Manager has to ensure that Monthly / Quarterly report on all the activities prepared on time and submit.
7. Any other related tasks assigned by the Director and the Project Supervisor.

**Duration of Assignment:**

The contract period of the Project Manager is intended for entire duration of the project. However, continuity beyond one (1) year will depend upon his/her performance. The Project Manager will have to serve the Cell on full time basis under the overall command of the Director, IIE under supervision of Project Supervisor. The Resignation/Termination shall be as per the HR Policy of the IIE.

Initially for one year, Subject to satisfaction of the Head of the Institution.

**Remuneration:**

Depending on the qualifications, experience, competency, the consolidated fixed monthly remuneration of the Project Manager will be determined and mutually agreed, which could be in the range between **Rs. 4.20 lakh to Rs. 4.80 lakh per year**. This annual rate shall be inclusive of all taxes, health/service related insurance (Subject to Agreement), all allowances, cost of accommodation and food at Guwahati, conveyance to attend the HO, etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration will be enhanced on an Annual Basis, based on the HR Policy of IIE (Institution Building Cell).

Travelling, Boarding & Lodging expenses for approved official tours outside Guwahati will be reimbursed as per HR Policy of IIE (Institution Building Cell).

The Project Manager will be eligible for annual paid Leave of 12 (twelve) working days, excluding 2 (two) days of restricted holidays. Leave of absence for more than total 14 (fourteen) working days in a year will be treated as leave without pay. However, under exceptional circumstances, Director may relax this condition

**Reporting and Performance Review:**

The Project Manager will report to the Project Supervisor. The quality of service and performance of the Project Manager will be reviewed by the Director IIE along with Project Supervisor on a quarterly basis and the annual performance review will be done as per the HR Policy of the IIE.

**Position: Project Associate (One)**

**Scope of position:**

The Project Associate will assist the project Manager in preparing module for building Grass Root Institution/s those will effectively and efficiently implement activities to serve the community. Extracting benefit of the services available for the community utilizing the same for enhancement of livelihood initiatives by the community would be the envisioned goal of the cell. The institutions would a)facilitate increased access to existing services; b)support the community in enhancing their livelihood; c)build the capability of the community so that they can use the their income efficiently, responsibly utilize the available financial services to which they have access.

**Essential Qualification:**

The Project Associate should hold a Master Degree in Social Science or any relevant subject.

**Language:**

High level of fluency in English and Hindi apart from the Local Language

**Experience, Skills:**

- a. Experience of working in any international/national NGO institution and/or experience in working in reputed Institution engaged in training and capacity building of grass root institutions;
- b. Experience of working in complex, multi stakeholder, fast moving environment and ability to work under pressure, respect strict deadlines and multi-tasking
- c. Good social, analytical and planning skills; the candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and ability to work independently as well as in teams.

d. Knowledge of Computer – MS Word, MS Excel, Power Point and other relevant application

e. Minimum of 5 years of experience in Training Capacity Building, field work relating to Community, Preparing Training Module, Executing PRA Tools and Research related work.

f. Good in report writing.

**Age:**

Not more than 40 years as on March 2018.

**Key Responsibility:**

1. The Project Associate will contribute to the development and implementation of Institution Building activities for the benefit of the project beneficiaries, which includes project targeted communities, who are underserved with existing services. In the process necessary tie ups for convergence of institutions or service providers has to take care of.
2. Project Associate along with the team members will collect information on household on necessary information related to, involvement with institutions, like capacity building, financial, marketing etc.; and judge the existing trends or environment in accessing available services. The Project Associate will assist in study the existing capacity building, financial service providers to the community and judge the gaps in the existing offerings and devise suitable strategies to plug in those gaps.
3. The Project Associate will work under the supervision of Project Manager in developing module for Institution building for project beneficiaries depending upon the requirements.
4. Project Associate will work with the team in providing capacity building training based on the modules developed. Helping the Project Manager in Planning for the same is another task to be prepared by the Project Associate.
5. Project Associate also has to help in preparing a monitoring and evaluation mechanism and oversee the proper implementation of the designed capacity building training activities.
6. Project Associate has to look that Monthly / Quarterly report on all the activities prepared on time and submit.
7. Any other related tasks assigned by the Director and the Project Supervisor or Project Manager.

**Duration of Assignment:**

The contract period of the Project Associate is intended for entire duration of the project. However, continuity beyond one (1) year will depend upon his/her performance. The Project Associate will have to serve the Cell on full time basis under the overall command of the Director, IIE under supervision of Project Supervisor. The Resignation/Termination shall be as per the HR Policy of the IIE.

Initially for one year, Subject to satisfaction of the Head of the Institution.

**Remuneration:**

Depending on the qualifications, experience, competency, the consolidated fixed monthly remuneration of the Project Associate will be determined and mutually agreed, which could be in the range between **Rs.3.00 lakh** to **Rs. 3.60 lakh per year**. This annual rate shall be inclusive of all taxes, health/service related insurance (Subject to Agreement), all allowances, cost of accommodation and food at Guwahati, conveyance to attend the HO, etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration will be enhanced on an Annual Basis, based on the HR Policy of IIE (Institution Building Cell).

**Reporting and Performance Review:**

The Project Associate will report to the Project Manager. The quality of service and performance of the Project Associate will be reviewed by the Director IIE along with Project Supervisor on a quarterly basis and the annual performance review will be done as per the HR Policy of the IIE.

**Position: Project Assistant (One)****Scope of position:**

The Project Assistant will support the project team in all matters. He /She would be mainly looking after the field work and takes notice of whether all tasks finish on time or not. If any aberration takes place He /She would be responsible to bring it to notice to the project team.

**Essential Qualification:**

The Project Assistant should hold a Degree in Social Science or any relevant subject.

**Language:**

High level of fluency in English and Hindi apart from the Local Language

**Experience, Skills:**

- a. Experience of working in training and capacity building of grass root institutions;
- b. Respect strict deadlines and multi-tasking
- c. The candidate must show initiative, synthesis, organization and personal dynamism, be self-motivated and ability to work independently as well as in teams.
- d. Knowledge of Computer – MS Word, MS Excel, Power Point and other relevant application
- e. Minimum of 3 years of experience in Training Capacity Building, field work relating to Community, Preparing Training Module, Executing PRA Tools and Research related work.
- f. Good in report writing and Documentation is must.

**Age:**

Not more than 30 years as on March 2018.

**Key Responsibility:**

1. The Project Assistant will contribute to the development and implementation of Institution Building activities, assisting the team in necessary tie ups for convergence of institutions or service providers has to take care of.
2. Project Assistant along with the team members will collect information on household on necessary information related to, involvement with institutions, like capacity building, financial, marketing etc.;
3. The Project Assistant will work under the supervision of Project Manager in developing module for Institution building for project beneficiaries depending upon the requirements.
4. Project Assistant will work with the team in providing capacity building training based on the modules developed. Helping the Project Manager in Planning for the same.
5. Project Assistant also has to help in preparing a monitoring and evaluation mechanism and practically involve in field monitoring and evaluation process
6. Project Assistant has to assists in preparing that Monthly / Quarterly report on all the activities prepared on time and submit.
7. Any other related tasks assigned by the Director and the Project Supervisor or Project Manager.

**Duration of Assignment:**

The contract period of the Project Assistant is intended for entire duration of the project. However, continuity beyond one (1) year will depend upon his/her performance. The Project Assistant will have to serve the Cell on full time basis under the overall command of the Director, IIE under supervision of Project Supervisor. The Resignation/Termination shall be as per the HR Policy of the IIE.

Initially for one year, Subject to satisfaction of the Head of the Institution.

**Remuneration:**

Depending on the qualifications, experience, competency, the consolidated fixed monthly remuneration of the Project Assistant will be determined and mutually agreed, which could be in the range between **Rs. 2.40 lakh to Rs.3.00 lakh per year**. This annual rate shall be inclusive of all taxes, health/service related insurance (Subject to agreement), all allowances, cost of accommodation and food at Guwahati, conveyance to attend the HO, etc. Taxes as applicable will be dealt with as per applicable laws. The remuneration will be enhanced on an Annual Basis, based on the HR Policy of IIE (Institution Building Cell).

**Reporting and Performance Review:**

The Project Assistant will report to the Project Manager. The quality of service and performance of the Project Assistant will be reviewed by the Director IIE along with Project Supervisor on a quarterly basis and the annual performance review will be done as per the HR Policy of the IIE.

**Mode of Selection: Personal interview.**

**Expenses of selection: No TA/DA will be provided for attending interview.**

**Place of Interview: Interview will be held at Indian Institute of Entrepreneurship, Lalmati, Guwahati, 29. Only short listed candidates will be called for the interview. Date of Interview will be informed later through mail or phone call. Candidate may appear in the interview along with the original testimonials and two passport size photographs.**

**\*\*\*Candidate must send their Application clearly mentioned about the post applied for along with the Bio-Data through email (director@iie.gov.in) or they may submit the same in the IIE office on or before 10-08-2018.**