

NIRD&PR/ NRLM-RC/2016-17
NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
Rajendranagar, Hyderabad-30

Applications are invited from the interested candidates for the following positions to work under National Rural Livelihoods Mission (Aajeevika) Resource Cell, NERC, NIRD&PR, Guwahati:

S. No.	Name of the Post	No. of Posts	Location
1	Mission Executives	02	NERC, Guwahati
2	Project Assistant	01	NERC, Guwahati

- ❖ All the above mentioned posts are purely on Contract basis only
- ❖ The selection will be at NERC, NIRD Lane, NH-37, Jawahar Nagar, Khanapara, Guwahati, Assam – 781 022
- ❖ Candidates should send their application through e-mail to nrlmcellghy@gmail.com in the prescribed format. The candidates should write the name of the post applied for and location in the subject of the e-mail
- ❖ For Eligibility criteria and other details please scroll down
- ❖ Last date for receipt of applications – 25.08.2016

Director
NRLM Resource cell

NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
Rajendranagar, Hyderabad-30
Terms of Reference and Required Qualifications and Experience

1. Mission Executives (02 Posts – NERC, Guwahati)

Remuneration payable: Rs.60,000/-per month (Consolidated)

Terms of Reference:

Within the overall guidance of DIRECTOR, NERC-NIRD&PR, Guwahati and NMMU-NRLM, Mission Executive would -

- Anchor specified theme(s)/activities in NRLM-RC and specified states
- Prepare Annual action plan of NRLM Resource cell in general and in select themes and select states in particular
- Plan monthly activities based on the annual action plan, implement and report the progress to NRLM-RC and NMMU/NRLM
- Support NMMU in general and CB Team in particular in various elements of Capacity Building in NRLM at various levels, including planning, orientation, consultation and review workshops
- Liaison with other Resource Cells in NIRD, National Resource Organizations and NMMU/NRLM, apart from other units within NIRD, in relation to the specific themes and states
- Coordinate with and support SRLMs, SIRDs etc., in specific states in Capacity Building Area, including building trainers/resource persons' pools
- Build and manage partnerships with Capacity Building Resource Agencies, Community Institutions etc.
- Build and take the services of resource persons and their pools in various themes
- Support in developing and managing the training and activity calendar(s)
- Support in meeting the capacity building and related demands from NRLM at various levels
- Facilitate/Participate in Briefing/debriefing, Exposure/Immersion, ToTs, Training, Process/Video/Best Practice Documenting, Module Development, IEC and Training Material Development etc., in NIRD, in States and in the field
- Undertake fieldwork and field stay in anchor states for not less than 6 days a month
- Guide/mentor NRLM Fellows
- Take up any other activity as assigned by the Director, from time-to-time

Age: Not more than 45 years

Qualification: Post Graduate or equivalent in Science, Engineering, Technology, Management, Agriculture, Veterinary Science, Dairying, ICT, Economics, Social Sciences, Sociology, Social Work, Rural Development/Management, Development Studies or related fields.

Experience: More than 7 years of relevant experience at district/state (SRLMs)/ National level (NMMU) in -

- Working with large poverty reduction and livelihoods projects based on building SHGs and SHG Federations
- Exposure and working with NRLM at state level or above
- Coordination and facilitation of senior, complex teams
- Training and Capacity Building Staff & Community members, leaders, cadres and institutions
- Training of Trainers and Managing Community Training and Community Professional Training function in large community development projects

- Working with Resource Pools and Resource Organizations while managing training function in large development projects
- Design and implementation of participatory training and capacity building modules

Competencies:

- Comprehensive understanding of NRLM processes and activities
- Working knowledge of MS Office
- Excellent Reading , Writing and Communication skills in HINDI and ENGLISH
- Good Participatory training and facilitation skills, with ability to conduct training in Hindi
- Skills in Designing Training, Module Development and building Trainers
- 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 work, 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 and differing points of view

2. Project Assistant (01 Post – NERC, Guwahati)

Remuneration payable: Rs.20,000/-per month (Consolidated)

Terms of Reference:

Within the overall guidance of DIRECTOR, NERC-NIRD&PR, Guwahati and NMMU-NRLM, Project Assistant would –

- Support in Briefing/debriefing, Exposure/Immersion, ToTs, Training, Process/ Video/Best Practice Documenting, Module Development, IEC and Training Material Development etc., in NIRD, in States and in the field

Age: Not more than 30 years. Relaxation in case of SC/ST/OBC can be considered, as per GOI norms.

Qualification: Should be a commerce Graduate

Experience: Minimum of 3 years experience of working on MS-Office. He/She should be computer savvy and have 3 years experience in data entry.

National Institute of Rural Development & Panchayati Raj

Rajendranagar, Hyderabad – 500 030

National Rural Livelihoods Mission – Resource Cell

Application for the post of:

1. Name :
2. Father's Name :
3. Date of Birth and age as on 1st August 2016:
4. Address for Correspondence :
5. e-Mail :
6. Contact No. :
7. Educational Qualification :
(In descending order, up to SSC/Class X)

Degree/ Diploma Certificate	Year of passing	College/ Institute	Board/University / Institution	Subjects	Marks / Division

8. Experience(in years):

(Latest first)

S. No	Name of Organisation / Place	Designation	Tenure (From and To & Years and Months)	Responsibility/Assignment	Achievement

9. Languages :

Language	Read	Write	Speak
ENGLISH			
HINDI			
Other language			

10. Computer Proficiency :

11. Any other information, applicant may like to give (but not more than 100 words):

12. References (Two) :

Name	Designation and Organisation	Address with contact number

Attach CV (not more than 3 pages).

I hereby declare that all the statements made in this application form and enclosures are true to the best of my knowledge and belief.

Date:

Name:

Place:

Signature: