



NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ
(Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad 500030

Advertisement No. CHRD/SAGY/MoRD/2019/02

The National Institute of Rural Development and Panchayati Raj (NIRDPR) proposes to engage the services of a suitable candidate purely on contractual and temporary basis for the post of **PROJECT REPORTING IN CHARGE (1 post)** for the Saansad Adarsh Gram Yojana (SAGY) on project mode with place of work in the Ministry of Rural Development, New Delhi for a period of one year on a monthly emolument of Rs.60,000/-. The term of the project post is co-terminus with the term of the project. The details of qualifications, experience and age are as follows:

Qualifications	Experience	Age
<p><u>Essential</u></p> <p>Any Graduate degree/Diploma (full time/part time) from Indian University / Appropriate Statutory Authority.</p> <p><u>Desirable</u></p> <ol style="list-style-type: none">1. PMP (Project Management Professional)2. Certification or equivalent preferred3. Strong skills in MS Office, MS Project or an equivalent project management tool, and workflow or data flow diagramming tools, Current knowledge of computer hardware, operating systems, program language(s) and tools	Minimum 3 years in creating, managing and tracking project plans	The upper age limit is 45 years

The candidates are advised to go through the advertisement thoroughly for qualifications, experience, job description, etc., before applying.

Qualified and interested candidates should apply online through NIRD&PR website: www.nirdpr.org.in.

General Conditions:

- This project assignment is purely temporary and does not envisage any kind of regular appointment in NIRD&PR in future.
- In case of large number of applications, the Institute may shortlist the candidates as may be necessary
- Canvassing in any form will be treated as disqualification
- No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
- The Institute reserves the right to relax any of the requirements, i.e. age, educational qualification, experience etc., in exceptional cases.
- Number and duration of the position indicated in the advertisement may vary, depending upon the requirement.

- If the information furnished by any candidate is found to be false at a later date, the selection / appointment shall be liable for termination in addition to initiating appropriate action.

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- The candidate has to quote his/her system generated application number allotted for all future correspondence.
- The Institute will not be responsible for any postal delay / loss in transit in submission of documents within specified time.

The last date for submitting applications online is 19th August, 2019 till 5.30 PM. Applications received after the due date will not be considered.

The shortlisted candidates will be informed about the date, time and venue of the interview.

**Professor & Head (CHRD) &
Nodal Officer, SAGY-NIRDPR**



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Job Description for the SAGY project post of 'Project Reporting In-charge'

Role	Project Reporting In-charge
Reporting to	Director (SAGY), Ministry of Rural Development, Govt. Of India, New Delhi
Function	Project Management
Salary	Rs.60,000/- per month
Timelines	One Year

Role Description

The key role is to facilitate the development, installation and use of effective project-level M&E systems as tools for impact-oriented management. Provide oversight across all operational project tracks within the Project Management Unit (PMU) of SAGY; Track them against defined milestones & deliverables to ensure that the desired organizational objectives are achieved within the agreed parameters of cost, quality and time; Create a robust escalation process, identify tracks on the critical path and proactively apprise the senior management team on possible issues that may lead to delays in any of the tracks.

Competency Based Job Description

Project Monitoring

1. Interface with Nodal Officers, Charge Officers etc., across all states to collate progress updates on individual project activities in order to report the overall status across project tracks.
2. Analyze the overall impact of delays/ overruns in Project timelines on critical deliverables and appropriately apprise the Senior Management.
3. Facilitate communication between SAGY and its Implementation Partners in order to define and maintain the frequency and content of the Project Reporting reports and formats required for each track
4. Prepare realistic project plans and track activities against the plans, providing regular and accurate reports to stakeholders as appropriate.
5. Monitor costs, timelines and resources used and take action where these deviate from agreed tolerances.
6. Ensure that all projects are formally closed and, where appropriate, subsequently reviewed, and that learnings from each Project are documented.
7. Monitoring of Help Desk at SAGY, compilation of information received from various stakeholders and assist in reply.

Reports & Documentation

1. Create weekly/ monthly/ yearly reports, detailing the execution of various projects with respect to project plans and schedules and circulate the same to Senior Management for review.
2. Create an integrated plan/schedule for review of progress of the identified Adarsh Grams, create reporting and escalation mechanisms.
3. Prepare MIS and Status Updates for circulation to the Top Management and other authorities such as Cabinet Committee, National level and State level committees as may be required.
4. Communicating and Reporting M&E Results

MIS and Documentation

1. Prepare and circulate the MIS, Minutes of Meeting (MoM) and Status updates/ Presentations to be made to various stakeholders in a timely manner

Key Interfaces:

1. External : Charge Officers, Nodal Officers, State Govt. and National / State Level Committees
1. Internal : SAGY Planning and Coordination Desk

Key Attributes and Skills

Essential

1. Any Graduate degree/Diploma (full time/part time)
2. Minimum 3 years of experience in creating, managing and tracking project plans.

Desirable

- PMP (Project Management Professional) Certification or equivalent preferred
- Strong skills in MS Office, MS Project or an equivalent project management tool, and workflow or data flow diagramming tools
- Current knowledge of computer hardware, operating systems, program language(s) and tools

Required Competencies :

1. **Performance Excellence:**
 - a. Timely & Accurate Decisions
 - b. Ownership of Decisions
 - c. Problem Solving Attitude
 - d. Proactive Planning
 - e. Foresight
 - f. Implementation of innovation based initiatives
 - g. Focus on Continuous Improvement

2. Team Excellence:

- a. Serves as a Role Model
- b. Recognizes & Encourages Performance
- c. Efficient Flow of Information
- d. Collaborative Style of Working

3. Cultural Excellence:

- a. Respect Towards Individual
- b. Open Work Environment
- c. Focus on Outcomes