

**NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ**  
(An Organisation of Ministry of Rural Development, Government of India)  
**Rajendra Nagar, Hyderabad – 500030**

**WALK-IN INTERVIEW**

**For the post of Programme Coordinator in the Action Research Project on 100+ Panchayat Clusters Development Programme of NIRD&PR, Hyderabad**

National Institute of Rural Development and Panchayati Raj is a premier institute of national and international repute. It is an apex organisation for training and research on Rural Development and Panchayati Raj. It also functions as a think tank for the Ministries of Rural Development and Panchayati Raj in policy advocacy.

The Institute proposes to engage the services of suitable candidates on contractual basis for the post of **Programme Coordinators (3 Vacancies)** in the 100+ Panchayat Cluster Development Programme. The details with regards to the remuneration, qualifications, experience, etc are as follows:

**A. Profile of Competencies Required for Programme Coordinator**

- i. Post Graduate in any discipline from any recognized university (may be relaxed in case of engineering graduates).
- ii. Sound knowledge about structure, functions, roles and responsibilities of Gram Panchayats.
- iii. Proficiency in Capacity Building & Participatory Training, Participatory Planning, mentoring and monitoring.
- iv. Five years' first-hand experience of having worked on Capacity Building & Training, improving governance and Participatory Planning in respect of Gram Panchayats.
- v. Proficiency in writing and speaking English and Hindi and also the regional language where s/he will be posted.
- vi. Soft skills including proficiency in MS Office including preparation and making PowerPoint presentations.
- vii. Experience and keenness to undertake extensive travels in remote areas.

**B. Job Profile of Programme Coordinator**

1. To coordinate and monitor activities under the 100+PCD Programme in one or more States.
2. To train Gram Panchayat Planning Facilitation Teams (GPPFT) / other stakeholders under the clusters of GPs in the State or the States to be assigned on institutional capacity issues, improving governance and Participatory Planning and also to demonstrate to them application of participatory tools and techniques in the field for quality GPDP.
3. To plan and execute IEC Plan to ensure participation of people in preparation, implementation and monitoring of GPDP in collaboration with the SIRDPR and the State Nodal Agency for GPDP & RGSA, NGOs/CBOs/SHGs and communities.

4. To guide the GPs under PCD Programme in organizing effective Gram Sabhas, collection of Primary and Secondary data, situation analysis, preparation of Development Status Report by each of the GPs under the clusters.
5. To guide the GPs in application of Panchayat Enterprise Suites including PlanPlus and Action Soft.
6. To guide the GPs in prioritisation and selection of activities based on needs expressed by villagers in Gram Sabhas and in preparation of draft GPDP & Budget.
7. To coordinate with State Governments, SIRDPRs, ETC/PTC/DTC/PTRC/ DPRCs, district and block administration and Panchayat bodies in the assigned State(s) and obtain their support in effective implementation of the 100+PCD Programme.
8. To guide and coordinate with Beacon Panchayat Leaders and Young Fellows to be working under the 100+PCD Programme.
9. To guide the GPs in adding exemplary values related to intense ownership and participation of communities in planning and implementation process, focusing on human development, social development, SDG compliance, transparency, accountability etc.
10. To travel extensively in geographically separated remote clusters and supervise project related activities to ensure sustained progress and ensure quality of outputs.
11. To monitor the progress and assess the quality of implementation of the 100+PCD Programme and to intervene in solving even unforeseen problems and removing bottlenecks in implementation of the 100+PCD Programme.
12. To prepare and submit progress report to the major stakeholders in the State(s) and to NIRDPR.
13. To discharge such other responsibilities as may be assigned from time to time by the Project authorities for successful implementation of the Programme.

### **C. Tenure of Engagement**

One year for the present - may be extended on satisfactory performance of the incumbent, subject to continuation of the Project and discretion of authorities

### **D. Consolidated Remuneration**

- i. Consolidated amount of Rs.50,000/- (Rupees fifty thousand) only per month.
- ii. Actual cost of travel and subsistence on tour at approved rates and as per norms of the Project

### **E. Interview Procedure**

**The Walk-In interviews will be held at NIRD&PR, Hyderabad.**

**Date: 10<sup>th</sup> January 2019.**

**Time: 10:00 AM onwards.**

**Venue: Conference Hall V**

All academic and work experience documents, including Photo Identity proof, are to be carried by the candidates, along with the filled in application format (Annexure 1) which can be downloaded from the NIRD&PR website ([www.nird.org.in](http://www.nird.org.in))