Notification

for

Recruitment of Staff for the DDU-GKY/Roshni Programme

DDU-GKY Cell at NIRDPR is looking for staff for the following positions on contract basis:

1. Joint Director (MIS) – 1 no.
2. Joint Director (Appraisal) – 1 no.
3. Assistant Director (M&E) – 1 no.
4. State Team Manager – 6 nos.
5. Project Officer (M&E) – 1 no

For each position, detailed Job description, qualification, experience, work location, application submission and other requirements, are as following:

a)   Joint Director (MIS)

1. **Number of Positions: 1**
2. **Work Location**

   This position is based at Hyderabad. However, it will require travel across country.

3. **Job Description**

   Joint Director (MIS) will be responsible for managing the operation of MIS team of DDU-GKY Division at NIRDPR. Some of the key responsibilities include:

   - Develop strategies for implementation of software and hardware systems in the organization

   - Manage and Develop effective and efficient processes and procedures for the capture and maintenance of program data

   - Develop and manage MIS team

   - Manage relationships with technology vendors on all aspects of IT systems

   - Look after the purchase of the software and hardware systems and plan proper budget and quotations for the systems

   - Provide training and necessary assistance to all the employees involved in using, and maintaining of the software systems

   - Maintain the central databases, ensuring that program data are held securely with integrity

   - Manage and deliver timely and reliable information in accordance with agreed plans and schedules and requirements including date/ reports from all stakeholders

   - Attend and represent the DDU-GKY Division of NIRDPR in all meetings concerning MIS

   - Pro-actively work towards developing internal automation systems

- Manage user access rights to the program database to ensure that all inputs are made by appropriately trained and authorized staff
- Undertake such additional duties or projects as the management may determine from time to time

4. **Qualification**

First class B.Tech/M.Tech/ MCA with some exposure to Statistics is essential. In addition, preference will be given to those who are holding MBA qualification.

5. **Experience**

- 10 years' experience in IT outsourcing, system analysis, design, development, testing, implementation and maintenance of the computer based information systems
- Hands-on experience in using at least one RDBMS – SQL Server, Oracle, MySQL, etc.
- Should have working experience in programming, designing MIS for large government projects or organizations
- Experience in open source platforms, Data analytics and visualization,PHP, HTML-5, CSS-3, RDBMS, hardware & Networking

6. **Remuneration**: Rs 1,00,000 per month

b) Joint Director (Appraisal)

1. **Number of Positions: 1**

2. **Work Location**

This position is based at Hyderabad. However, it will require travel across country.

3. **Job Description**

- Conducting screening of the project applications
- Conducting qualitative project appraisals as per the guidelines
- Monitor Appraisal process and work allocation including project allocation during all stages of the project appraisal
- Identify and define project risk mitigation strategy
- Support State governments on evaluation and recommendations for project application and provide feedback
- Presentation before Project Approval Committee of the State government and Empowered Committee of MoRD
- Develop knowledge base on best practices

4. **Qualification**

First class Post-Graduate Degree / Diploma in Commerce/ CA / ICWA /MBA (Finance)

5. **Experience**

- 10 years of experience in project appraisals, finance and Investment advisory services, Financial Due Diligence of which at least 4 years in appraising large projects
- Experience in engagement of diverse stakeholders and client coordination and delivering projects in government sectors
- Experience in interacting with senior government and private functionaries

- Experience in auditing and accounting in large organisations with a financial turnover of 100 crores or more

6. **Remuneration**: Rs 1,00,000 per month

c) Assistant Director (Monitoring &Evaluation)

1. **Number of Positions: 1**

2. **Work Location**

This position will be primarily based at Hyderabad. However, will require travel across country.

3. **Job Description**

Some of the key responsibilities of Assistant Director (M&E) include:

- Responsible and accountable for all the PIAs and NIRDPR teams in the assigned states for the successful execution of the projects as per the SOP
- Monitor and evaluate overall progress of operations on achievement of results of assigned projects/states
- Participate in projects' reviews and planning workshops at States/NIRD/MORD level
- Coordinating projects' activities across states to ensure effective implementation
- Provide feedback to develop and strengthen monitoring, inspection and evaluation procedures
- Provide inputs, information and statistics for periodical reports to the Director (M&E), Ministry of Rural Development (MoRD), State governments, etc. and also assist the management team in preparing relevant reports and guidelines
- Ensure deviations by projects are dealt with in accordance with SOPs
- Ensuring projects and teams are following SOPs
- Organize and conduct training on SOP for project and other stakeholders
- Assist Director (M&E) in:
    a. Periodical reports on project progress based on MIS reports on project activities
    b. Action against PIAs for any default and/or non-performance
    c. Project performance reviews
    d. Compiling required data/information
    e. Carrying out any other assigned tasks

4. **Qualification**

First class Post-Graduation Degree / Diploma in Social Science / Science / Arts / Rural Development / Management / Business Administration

5. **Experience**

7 years' experience in monitoring government programs / projects with at least 5 years in monitoring skill programs

6. **Remuneration**: Rs 60,000 per month

d) State Team Manager

1. **Number of Positions: 6**

2. **Work Location**

   This position could be based anywhere in India. However, it may require travel across country.

3. **Job Description**

   Some of the key responsibilities of State Team Manager include:

   - Responsible and accountable for all the PIAs and NIRDPR teams in the assigned state for the successful execution of the projects as per the SOP
   - Monitor and evaluate overall progress of operations on achievement of results of assigned projects/state
   - Participate in projects' reviews and planning workshops at States/NIRDPR/MoRD level
   - Coordinating projects' activities across state to ensure effective implementation
   - Provide feedback to develop and strengthen monitoring, inspection and evaluation procedures
   - Provide inputs, information and statistics for periodical reports to the Director (M&E), Ministry of Rural Development (MoRD), State governments, etc. and also assist the management team in preparing relevant reports and guidelines
   - Ensure deviations by projects are dealt with in accordance with SOPs
   - Ensuring projects and teams are following SOPs
   - Organize and conduct training on SOP for project and other stakeholders
   - State Team Manager will help Director (M&E) in:
     a. Periodical reports on project progress based on MIS reports on project activities
     b. Action against PIAs for any default and/or non-performance
     c. Project performance reviews
     d. Compiling required data/information
     e. Carrying out any other assigned tasks

4. **Qualification**

   First class Post-Graduation Degree / Diploma in Social Sciences /Science /Arts/ Rural Development / Management / Business Administration

5. **Experience**

   Minimum 5 years' experience in monitoring government programs with at least 3 years in monitoring livelihood OR skill programs.

6. **Remuneration**: Rs 50,000 per month

e) Project Officer (M&E)

1. **Number of Positions: 1**

2. **Work Location**

   This position is could be based anywhere in India.

3. **Job Description**

Some of the key responsibilities include:

- Monitor & review activities, expenditures and overall progress of the assigned projects
- Conduct Due Diligence and periodical planned and surprised inspections of PIAs
- Share project related strategic policy decisions of the MORD and NIRD management with the PIAs
- Ensure SOP compliance in the project execution by PIAs
- Report project related periodical progress reports in the prescribed formats and frequency
- Gather project progress data/information and supply the same to the central database
- Responsible and accountable for the assigned PIAs in the successful execution of the project by providing them required training on different aspects of the SOP of project
- Provide feedback to develop and strengthen monitoring, inspection and evaluation procedures

4. **Qualification**

   First class Post-Graduation Degree / Diploma in Social Sciences /Science /Arts/ Rural Development / Management / Business Administration

5. **Experience**

   Minimum 2 years' experience in monitoring government programs/projects, preferably DDU-GKY projects,involving monitoring livelihood OR skill programs.

6. **Remuneration:** Rs. 40,000 per month

Age Limit:

1. The age of the candidates should not be more than 65 years for the posts of Joint Director (MIS) and Joint Director (Appraisal) as on last date of submitting application.
2. The age of candidate for all other positions should not be more than 40 years as on last date of submitting application.

Note:

1. All the above posts are purely on **Contract basis** only
2. Candidate can apply for more than one post
3. Director General, NIRD & PR has every right to increase/decrease the number of posts and cancel/postpone the selection process
4. The candidate should apply ONLY through online using the following link:
   http://www. ddugky.info
    There is no application fee for applying the posts
5. Candidates are requested to verify the qualifications and experience before applying
6. Only shortlisted candidates will be intimated the date and venue for the selection tests and / or interview.
7. Last date for submission of applications is 05-01-2017

Dated: 27-12-2016   **Assistant Registrar**