Kudumbashree – State Poverty Eradication Mission is a National Resource Organization (NRO) For providing technical and implementation support to other States in India as part of DAY-NRLM. As the NRO, Kudumbashree will share its expertise and best practices with other States and help them develop interventions in the following domains.

- Convergence between local governments and community organisations
- Community-based enterprise support

Kudumbashree-NRO is currently supporting 15 States. More details of the work of the KS-NRO can be had at www.kudumbashreenro.org

Kudumbashree-NRO calls for applications from interested persons for positions listed below. General conditions of application and format for application are provided.

**Positions for which applications are invited:**

1. Assistant Programme Manager (Growth Enterprises)- Number of vacancy – 1
2. Assistant Programme Manager (Micro-Enterprises)- Number of vacancy – 1
3. Assistant Programme Manager (Social Development)- Number of vacancy– 1
4. Assistant Programme Manager (Capacity Development)- Number of vacancy– 1
5. Field Coordinator (Convergence)- Number of vacancy- 1

## 1. Position – Assistant Programme Manager (Total No. of positions: 4)

Assistant Programme Managers are responsible for co-ordination of all activities within the respective thematic areas under Convergence and Enterprises domains. The areas for which vacancies are being notified are:

i.      **Assistant Programme Manager (Growth Enterprises)**
       Number of Positions: 1

**Responsibilities**
- Management of Kudumbashree NRO's activities in the domain of 'growth enterprises' including projects in the National Rural Economic Transformation Project (NRETP).
- Developing and maintaining a team of Mentors in 'growth enterprises' with sectoral specialisation.
- Managing a pool of Professionals and Mentors working on the domain for implementing programmes across different partner States.
- Providing leadership in the preparation of training materials and tools.
- Installing systems for monitoring and reporting to the Programme Manager (Enterprises).
- Management of interface with State Rural Livelihood Missions.

**Qualification and Experience**

1. Masters in Management, Rural Management, Business Administration, Development, Public Administration, or Development from an institution of repute.
2. Five years of post-qualification experience handling the portfolio of enterprises or livelihoods with State Rural Livelihood Missions (SRLMs), National Rural Livelihoods Mission (NRLM), National Resource Organisation (NRO), a Programme Implementation Agency (PIA) under NRLM.
3. Demonstrated experience in at least one sector in promoting women's enterprises with potential for growth.
4. Native fluency in Hindi and excellent communication skills in English.
5. Willingness to work anywhere in India.

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**ii.    Assistant Programme Manager (Micro Enterprises)**
**Number of Positions: 1**

**Responsibilities**

- Leading Kudumbashree NRO's work on the domain of micro enterprises covering projects in SVEP and other SRLM projects.
- Handling the portfolio of Micro Enterprises covering different States.
- Developing Micro Enterprises as a vertical with strategic project management and administration with projects across India.

**Qualification and Experience**

1. Masters in Management, Rural Management, Business Administration, Development, Public Administration, or Development from an institution of repute.
2. Five years of post-qualification experience handling the portfolio of enterprises or livelihoods with State Rural Livelihood Missions (SRLMs), National Rural Livelihoods Mission (NRLM), National Resource Organisation (NRO), a Programme Implementation Agency (PIA) under NRLM.
3. Demonstrated experience in promoting women's enterprises in rural areas.
4. Native fluency in Hindi and excellent communication skills in English.
5. Willingness to work anywhere in India

**iii.    Assistant Programme Manager (Social Development)**
Number of Positions: 1

**Responsibilities**

- Handling Kudumbashree NRO's work on the PRI-CBO Convergence domain with focus on social development programmes.
- Developing a new vertical specialising in Gender, based on the experiences of Kudumbashree, State Poverty Eradication Mission, Government of Kerala.
- Developing a strategic framework for developing the vertical for universal application for creating platforms for women's networks to work with Local Governments.

**Qualification and Experience**

1. Masters in Social Work, Public Administration, Development, Rural Management, or Public Policy from an institution of repute
2. Five years of post-qualification experience in programmes relating to social development and social inclusion, or convergence with State Rural Livelihood Missions (SRLMs), National Rural Livelihoods Mission (NRLM), National Resource Organisation (NRO), a Programme Implementation Agency (PIA) under NRLM. Preference will be given to candidates with experience of working with Self-Help Groups and local governments.
3. Excellent communication skills in English and Hindi
4. Willingness to work from anywhere in India
5. While Kudumbashree is an equal opportunity employer, a female candidate will be preferred for the current position.

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iv. **Assistant Programme Manager (Capacity Development)**
Number of Positions: 1

**Responsibilities**

- Management of Kudumbashree NRO's work in capacity development for the domains of PRI-CBO Convergence.
- Developing training content and tools and customising them to suit the specific requirements of Kudumbashree NRO's partner States.
- Developing training content and tools for national level programmes.

**Qualification and Experience**

1. Masters in Social Work, Public Administration, Development, Rural Management, or Public Policy from an institution of repute
2. Five years of post-qualification experience in capacity building of Self-Help Groups and their federations and local governments with State Rural Livelihood Missions (SRLMs), National Rural Livelihoods Mission (NRLM), National Resource Organisation (NRO), a Programme Implementation Agency (PIA) under NRLM.
3. Excellent communication skills in English and Hindi
4. Willingness to work from anywhere in India

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## 2. Position – Field Coordinator (No. of positions:1)

Field Coordinators are responsible for co-ordination of all activities within the respective project area in a state. The vacancy being notified is:

i. **Field Coordinator (Convergence)**
Number of Positions: 1

**Responsibilities**

- Leading Kudumbashree NRO's work on the domain of PRI-CBO Convergence in the North Eastern States of India.
- Coordinating with the state Rural Livelihood Missions on the implementation of the Kudumbashree NRO's projects.
- Liaison with the Departments of Panchayat Raj and Rural Development in the States.

## Qualification and Experience

1. Masters in Social Work, Public Administration, Development, Rural Management, or Public Policy from an institution of repute
2. Four years of post-qualification experience including a minimum of two years in work relating to Self-Help Groups and their federations and/or Panchayati Raj Institutions/other forms of local governments with State Rural Livelihood Missions (SRLMs), National Rural Livelihoods Mission (NRLM), National Resource Organisation (NRO), a Programme Implementation Agency (PIA), or a Non-Governmental Organisation (NGO) working in the North East.
3. Excellent communication skills in English.
4. Native fluency in the official language of at least one of the North Eastern States of India
5. Willingness to work from anywhere in the North East.

## Pay Details

| Position | Consolidated remuneration | Communication Allowance | Total monthly emoluments (Rs.) |
|---|---|---|---|
| Assistant Programme Manager (Growth Enterprises) | 70,000 | 1,000 | 71,000 |
| Assistant Programme Manager (Micro Enterprises) | 70,000 | 1,000 | 71,000 |
| Assistant Programme Manager (Social Development) | 70,000 | 1,000 | 71,000 |
| Assistant Programme Manager (Capacity Development) | 70,000 | 1,000 | 71,000 |
| Field Coordinator (Convergence) | 46,220 | 1,000 | 47,220 |

## Terms of appointment

The appointment to all the above positions shall be on annual contract basis. The contract may be renewed, subject to review of performance of the incumbent and continuation of the NRO Project. Consolidated monthly remuneration fixed according to the pay details as approved will be paid.

## Selection Process

The applicants will be selected through a multi-stage selection process:
1. Short-listing of suitable candidates based on review of application in the prescribed format
2. Written test for all the positions
3. Group Discussions, Presentations and/or Personal Interviews for final selection

**Submission of applications**

Applications for the positions will consist of the following.

1. Cover Letter
2. Application in the given format
3. Copy of Curriculum Vitae

Completed applications super scribed with " **Application for the post of** (*specify post applied for)*" **in Kudumbashree-NRO"**, is to be received at the following address on or before **5 pm on 22.01. 2021.**

Address to submit applications:

**The Executive Director, Kudumbashree NRO, III Floor , Carmel Towers, Vazhuthacaud P O Thiruvananthapuram, Kerala 695014**

Completed signed applications may also be submitted through email to keralanro@gmail.com **and** keralanrorecruitment@gmail.com

Note:

⮥ Only applications complete in all respects will be considered. Cover letter, Application in the given format and copy of CV should be submitted together and should be signed by the applicant.

⮥ Submissions through e-mail should be in pdf format and all documents should carry the signature of the applicant

⮥ No supporting document is to be provided along with the application. Applicant may provide authenticated copies of certificates & credentials when asked for, and make available originals for verification.

⮥ No enquiries related to the Selection process will be entertained.

Executive Director
Kudumbashree

# Kudumbashree – National Resource Organization (NRO)

## Selection of Personnel

### Format for Application

*(All sections are to be filled in. Incomplete applications will be summarily rejected)*

**Position Applied For:** _____

1. **Name:**

2. **Father's Name:**

3. **Sex:**

4. **Date Of Birth:**

5. **Permanent Address:**

6. **Address For Correspondence (with Pin Code):**

   **E-Mail:**

   **Mobile No.:**

7. **Educational Qualification:**(*in reverse order – last degree first; provide information up to High School level*)

| Degree/Diploma Certificate | Year | College/ Institute | Board/University/ Institution | Subjects | Division/ Marks/ GPA |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |

8. **Work Experience:** (*in reverse chronological order – latest first*):

| Sl. No. | Name Of Organisation | Designation | Tenure | Responsibility/Assignment | Achievements |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
|  |  |  |  |  |  |

9. **Language Proficiency:**(*Indicate level of proficiency in languages as Native/Proficient/Working*)

| Language | Read | Write | Speak |
|---|---|---|---|
|  |  |  |  |
|  |  |  |  |

10. **Computer Proficiency:**

11. **Suitability of the applicant to the position applied**: (*Please write a brief note not exceeding 500 words as to why the applicant considers her/himself suitable for the position applied for. Use separate sheet if required*)

12. **Any other information relevant to position applied for:***that applicant may like to add*

13. **References** – *Give contact details of two persons who can provide reference on the candidate. One referee shall be the reporting officer of the applicant in her/his latest job*

| Name and Designation | Contact Address (Postal) |  |
|---|---|---|
|  |  | Tel. No:<br>E-Mail: |
|  |  | Tel. No:<br>E-Mail: |

## Undertaking by the Applicant

The information provided above is true, accurate and complete in all respects. As part of the procedure for processing the application, my personal and employment references may be checked. If it is found later that any of the facts has been misrepresented or omitted on this application, I may be summarily discharged from the job. Authenticated copies of certificates and credentials to substantiate claims made in this application will be provided when asked for and originals will be produced for verification.

I understand and agree to the information shown above.

Date:                                                                     Name:

Place:                                                                    Signature: