

Kudumbashree NRO
Selection of Personnel – 2022

Kudumbashree – Kerala State Poverty Eradication Mission is a National Resource Organization (NRO) recognised by the Ministry of Rural Development, Government of India, for providing technical and implementation support to other States in India as part of National Rural Livelihood Mission (NRLM). As the NRO, Kudumbashree shares its expertise and best practices with other States and helps them develop interventions in the following domains.

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

Kudumbashree-NRO is currently supporting 24 States. For more details of the work of KS-NRO, please refer to www.kudumbashreenro.org

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

1. Programme Manager – Panchayati Raj Institutions - Community Based Organization (PRI-CBO) Convergence Domain

Job Description:

- Will have overall responsibility for managing the PRI-CBO convergence interventions across partner States
- Will be responsible for interface with National Rural Livelihood Mission and Ministry of Rural Development and Ministry of Panchayati Raj
- Will be responsible for interface with State Rural Livelihood Missions and other respective areas of work
- Will be responsible for setting strategies in place for national level programmes
- Will have to ensure that effective project monitoring mechanisms are in place
- Will be responsible for managing a team of Professionals and community professionals.
- Provide guidance, mentorship, and effective knowledge management within the team to ensure smooth program delivery
- Will have to carry out the responsibilities assigned by Chief Operating Officer and Executive Director from time to time
- The post will be based out of Trivandrum with extensive travel to States.

Qualification and Experience:

1. Masters in Social Work/ Public Administration /Development/ Rural Management / Public Policy or an equivalent degree from an institute of repute
2. 7 years of work experience, with at least 4 years of program management/program leadership experience.
3. Preference will be given to candidates with experience of community development, decentralised governance and understanding of Panchayati Raj system.

Personal skills and qualities:

- Substantial knowledge of programme and organisational management
- Experience of managing and working with large teams
- Excellent communication skills in Hindi and English
- Strong writing skills
- Proficiency in MS Office suite
- Good interpersonal skills and ability to work in a team environment
- High level of self-motivation, initiative, and creativity
- Willingness to travel extensively for work
- Ability to work with minimal supervision
- Ability to build networks, engage with diverse stakeholders and work with cross-functional teams.
- Ability to work in a dynamic environment with large, small and cross-functional teams in a participatory and consensus - oriented environment.

Expected Remuneration

Consolidated remuneration of Rs. 90,000 per month and communication allowance of Rs. 1000 per month.

Terms of appointment

The appointment to all the above positions shall be on an 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 the position
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 Programme Manager - Convergence” in Kudumbashree-NRO**”, is to be received at the following address on or before **15th November 2022**.

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.
- Kudumbashree is an equal opportunity employer
- 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. Applicants 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.



Sd/-
Executive Director
Kudumbashree