

**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 organizations
- 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](http://www.kudumbashreenro.org)

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

Sr. No.	Designation	Number of Positions
2	Thematic Anchor -Communications - Convergence Domain	2

**Position: Thematic Anchor - Communications - Convergence Domain -2**

**Responsibilities:**

1. Will be responsible for developing and managing the communication theme for convergence domain
2. Work closely with program team to learn the intricacies of the programme and develop resource materials and publications in the form of coffee table books, magazines, study reports and so on
3. Will be responsible for the administrative formalities of empanelling and communicating with multimedia agencies
4. Carry out regular documentation of progress, impact, best practices, and other activities under the Convergence domain
5. Developing a repository of resource materials for Kudumbashree NRO
6. Updating and managing Kudumbashree NRO website
7. Will have to carry out the responsibilities assigned by Programme Manager and Chief Operating Officer and from time to time

8. The post will be based out of Trivandrum with extensive travel to States.

### **Qualification and Experience**

1. Masters in Social work/ Media and Cultural Studies/Development communication /Rural Management/ Development / Development journalism or an equivalent course from an institute of repute - Tata Institute of Social Sciences (TISS), Azim Premji University, Indian Institute of Rural Management (IRMA), Indian Institute of Management (IIM), Indian Institute of Technology (IIT), National Institute of Rural Development and Panchayati Raj (NIRDPR), TERI univeristy
2. Minimum two years of work experience in the relevant field
3. Exceptional writing skills and ability to develop engaging content
4. Strong communication and research capabilities
5. Strong writing skills
6. Excellent communication skills in English and Hindi.
7. High level of self motivation, initiative and creativity
8. Willingness to travel for work
9. Good interpersonal skills
10. Proficiency in MS-Office suite
11. Visual communications skills, including graphic design, video and photography, and experience working with tools such as Canva or Adobe Creative Cloud including Photoshop, Illustrator, InDesign
12. Ability to work with minimal supervision

### Pay Details

<b>Position</b>	<b>Consolidated remuneration</b>	<b>Communication Allowance</b>	<b>Total monthly emoluments (Rs.)</b>
Thematic Anchor - Communications - Convergence Domain	46,200	1,000	47,200

### **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 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 20<sup>th</sup> December 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](mailto:keralanro@gmail.com) and [keralanrorecruitment@gmail.com](mailto: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. 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

