

Kudumbashree NRO
Selection of Personnel – 2024

KS/NRO/F254/2021

04.09.2024

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 (Convergence domain)
- Community-based enterprise support (Enterprises domain)

Kudumbashree-NRO is currently supporting 24 States and 2 Union Territories. 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 (Enterprises)- Number of vacancy – 2
2. Assistant Programme Manager (Convergence)- Number of vacancy – 1

Position – Assistant Programme Manager (Total No. of positions: 3)

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 (Enterprises)

Number of Positions: 2

Role Overview

As an APM-Enterprises, you will play a pivotal role in driving Kudumbashree NRO's entrepreneurship initiatives. You'll design scalable enterprise models, provide technical guidance to SRLMs to design and implement different projects, and pioneer community-based initiatives. Your strategic insights and leadership will be crucial in enhancing the scale, sustainability, and impact of these programs.

Responsibilities

1. Spearhead Enterprise Programmes: Lead the design and implementation of diverse initiatives, from various Non Farm programs under NRLM to innovative community-based enterprise models.

2. **Technical Expertise:** Provide high-level support to NRLM and SRLMs, setting national benchmarks in enterprise promotion.
3. **Strategic Partnerships:** Foster collaborations and partnerships with state governments and agencies to replicate different models.
4. **Team Leadership:** Mentor and guide team members, evolving their roles to meet emerging challenges.
5. **Performance Analytics:** Use data-driven insights to enhance program impact and sustainability.
6. **Innovation Hub:** Identify and pilot new enterprise opportunities, especially in community-based sectors

Qualification and Experience

1. Masters in Management, Rural Management, Business Administration, Development, Social Work, Public Administration from an institution of repute like TISS, APU, IITs, IIMs, IRMA.
2. Four years of post-qualification experience handling the portfolio of enterprise promotion, at state or national level, working with State Rural Livelihood Missions (SRLMs), National Rural Livelihoods Mission (NRLM), National Resource Organisation (NRO), a Programme Implementation Agency (PIA) under NRLM.
3. Preference will be given for candidates with demonstrated experience in promoting women's enterprises in at least one sector with potential for growth.
4. Excellent communication skills in English and Hindi.
5. Willingness to work anywhere in India.

II. Assistant Programme Manager (Convergence)

Number of Position: 1

Role Overview

As an APM-Convergence, you will play a pivotal role in the universalisation of the convergence among Panchayati Raj Institutions, line departments and the Community Based Organisation of women self help group members under NRLM, which will bring benefits to the community and support SRLMs in extending the coverage. You'll also develop strategies for materialising the demand plan of the NRLM SHG community (VPRP) , and provide technical guidance to the SRLMs. Your strategic insights and leadership will be crucial in enhancing the scale, sustainability, and impact of these programs.

Responsibilities

1. **Spearhead Convergence Domain:** Lead the design and implementation of the universalisation of PRI-CBO convergence programme.
2. **Technical Expertise:** Provide high-level support to NRLM and SRLMs, in

universalisation of PRI-CBO convergence and VPRP implementation.

3. **Strategic Partnerships:** Foster collaborations with state governments and agencies to customise and replicate different models based on Kudumbashree NRO's experiences.
4. **Team Leadership:** Mentor and guide team members, evolving their roles to meet emerging challenges.
5. **Performance Analytics:** Use data-driven insights to enhance program impact and sustainability.
6. **Innovation Hub:** Develop effective and innovative models under universalization of PRI-CBO convergence, VPRP and social inclusion by assessing the requirement of the blocks/ districts/ states.

Qualification and Experience

1. Masters in Management, Rural Management, Business Administration, Development, Social Work, Public Administration from an institution of repute like TISS, APU, IITs, IIMs, IRMA.
2. Four years of post-qualification experience in handling programmes relating to PRI-CBO convergence, social development and social inclusion, at a state or national level, working with State Rural Livelihood Missions (SRLMs), National Rural Livelihoods Mission (NRLM), National Resource Organisation (NRO), any other Technical Service Provider under NRLM.
3. Preference will be given to candidates with experience of working with women Self-Help Groups and Panchayati Raj Institutions.
4. Excellent communication skills in English and Hindi
5. Willingness to work from anywhere in India

Age Limit:

35 years or below as of 31st May 2024

Pay Details

Position	Consolidated remuneration	Communication Allowance	Total monthly emoluments (Rs.)
Assistant Programme Manager (Enterprises)	70,000	1,000	71,000
Assistant Programme Manager (Convergence)	70,000	1,000	71,000

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.

Commitment to Tenure

Selected candidates are required to commit to a compulsory stay of 2 years following their selection.

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 signed applications to be submitted through email to **info@kudumbashreenro.org** or **recruitment@kudumbashreenro.org** on or before **19/09/2024**.

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
- Email subject to be given as "Application for the post of APM - (mention the domain applied - Enterprises / Convergence) "
- No supporting document is to be provided along with the application. Applicant may provide authenticated copies of certificates & credentials when asked for, and make the originals available 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 herself / 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: E-Mail:
		Tel. No: 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: