

## **Kudumbashree NRO Selection of Personnel – 2017**

Kudumbashree – State Poverty Eradication Mission is a National Resource Organisation (NRO) for providing technical and implementation support to other States in India as part of NRLM. As the NRO, Kudumbashree shares 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 through MEC project and SVEP

More details of the work of the KS-NRO can be had at [www.kudumbashree.org](http://www.kudumbashree.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. Thematic Anchor (Number of vacancies – 2)
2. Field Coordinator (Number of vacancies – 7)

### **Position – Thematic Anchor (Number of vacancies – 2)**

Thematic Anchors are responsible for coordination of activities within the respective thematic area. The thematic areas for which vacancies are being notified are:

#### **Brief Description of responsibilities – Thematic Anchor**

<b>Position</b>	<b>Brief Description</b>
Thematic Anchor – Capacity Building	<ul style="list-style-type: none"><li>• Developing capacity building modules in consultation with NRO field personnel working in partner states and senior members of the team</li><li>• Supporting NRO to revise existing training modules</li><li>• Conducting and coordinating training programmes</li><li>• Ensuring quality and delivery of capacity building modules</li><li>• Providing on-field support during training programmes</li><li>• Supporting work of other thematic areas in NRO</li></ul>
Thematic Anchor – Monitoring of Micro Enterprises	<ul style="list-style-type: none"><li>• Monitoring of Enterprise Project activities across NRO states, and providing monthly progress updates to NRO and other stakeholders</li><li>• Undertaking data analysis of enterprise data and helping NRO in devising state specific as well as broader policy decisions.</li><li>• Ensuring that the monitoring tools are updated regularly.</li><li>• Providing overall support to Enterprise Project.</li><li>• Supporting work of other thematic areas in NRO.</li></ul>

### **Eligibility Criteria – Thematic Anchor**

#### Education

Post Graduate Degree/Diploma from reputed academic institutions. Preference will be given to candidates from Indian Institute of Management (IIM), Indian Institute of Technology (IIT), Institute of Rural Management (IRMA), Tata Institute of Social Sciences (TISS), and Azim Premji University.

#### Work Experience

Work experience of 2 years or more, in areas related to the work of Kudumbashree-NRO. Work experience at the community level is desirable.

### Specific thematic knowledge

Demonstrated specific knowledge and experience in the thematic area for which applying for, is necessary.

### Language Skills

Proficiency in English and Hindi; knowledge of more regional languages will be considered an advantage.

### **Position – Field Coordinator – (Number of vacancies – 7)**

Field Coordinators are responsible for coordination of the work done by the NRO in partner-States, at the block, district and/or State levels as appropriate.

#### **A. Brief Description of responsibilities of field coordinator (with 3 years' experience)**

- Coordinating the activities of the NRO pilot projects at State/District/ Block levels
- Interfacing with the Kudumbashree District Missions, State Mission and NRO
- Providing inputs and relevant documents to NRO for designing and contextualising field level activities
- Engaging with the Mentors (experienced personnel from Kerala deployed in blocks for NRO's work) and Block Project Managers for regular feedback on the ongoing activities in the field and helping in addressing challenges.
- Feeding into the larger monitoring and evaluation framework of activities developed for the project by NRO
- He / She will also be responsible for the role of State Project Coordinator (SPC). The SPC shall be the nodal person from the NRO for communication with the Kudumbashree State Mission and NRLM.

#### **Eligibility Criteria – Field Coordinator (with 3 years' experience)**

##### Education

Post Graduate Degree/Diploma from reputed academic institutions. Preference will be given to candidates from Indian Institute of Management (IIM), Indian Institute of Technology (IIT), Institute of Rural Management (IRMA), Tata Institute of Social Sciences (TISS), and Azim Premji University.

##### Work Experience

Work experience of 3 years or more, in areas related to the work of Kudumbashree-NRO. Work experience at the community level is desirable.

#### **B. Brief Description of responsibilities of field coordinator (with 1 year experience)**

- Coordinating the activities of the NRO pilot projects at District/ Block levels
- Interfacing with the District/ Block Mission Management Units of the State Rural Livelihoods Missions
- Providing inputs and relevant documents to NRO for designing and contextualising field level activities
- Engaging with the Mentors (experienced personnel from Kerala deployed in other states for NRO's work) and Block Project Managers for regular feedback on ongoing activities in the field and helping in addressing challenges.
- Feeding into the larger monitoring and evaluation framework of activities developed for the project by NRO
- Among the Field Coordinators in a State, one person will also be responsible for the role of State Project Coordinator (SPC). The SPC shall be the nodal person from the NRO for communication with the State Mission Management Unit of the partner-SRLM.

#### **Eligibility Criteria – Field Coordinator (with 1 year experience)**

##### Education

Post Graduate Degree/Diploma from reputed academic institutions. Preference will be given to candidates from Indian Institute of Management (IIM), Indian Institute of Technology (IIT), Institute of Rural Management (IRMA), Tata Institute of Social Sciences (TISS), and Azim Premji University.

### Work Experience

Work experience of 1 year or more, in areas related to the work of Kudumbashree-NRO. Work experience at the community level is desirable.

### Language Skills

Proficient in English and Hindi. Native fluency in Hindi or a language other than Malayalam is highly desirable.

### **Terms of appointment**

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

<b>Position</b>	<b>Consolidated remuneration</b>	<b>Communication Allowance</b>	<b>Total monthly emoluments (Rs.)</b>
Thematic Anchors with 2 years' experience	45,000	1,000	46,000
Field Coordinators with 3 years or more experience	50,000	1,000	51,100
Field Coordinators with 1 year experience	40,000	1,000	41,000

### **Selection Process**

The applicants will be selected through a two-stage selection process:

1. Short-listing of suitable candidates based on review of application in the prescribed format
2. Personal Interview for final selection (may include written test and group discussion)

### **Submission of applications**

Applications for the positions will consist of the following.

1. Covering letter
2. Application in the format below
3. Copy of Curriculum Vitae

Completed applications addressed to Executive Director, Kudumbashree with envelope superscripted with "Kudumbashree-NRO, Application for the post of (*specify post applied for*)" to be received at the following address on or before **5 pm on 13/09/2017**.

Address to submit applications:

**Executive Director, Kudumbashree NRO, III Floor, Carmel Towers, Vazhuthacaud PO, Thiruvananthapuram Kerala 695014**

Completed signed applications may also be submitted through email to [keralanro@gmail.com](mailto:keralanro@gmail.com)

Note:

- ⤴ Only applications complete in all respects will be considered. Covering 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 will provide authenticated copies of certificates & credentials when asked for, and make available originals for verification.
- ✦ List of shortlisted candidates for interview will be published on the website of Kudumbashree – [www.kudumbashree.org](http://www.kudumbashree.org) on 20/09/2017 and the interview will be held on 26/09/2017.  
(Date/venue may change)

# 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 / Mother'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: 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 in 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: