

NOTIFICATION

Kudumbashree National Resource Organisation calls applications from eligible persons for Working as Mentors on specific domains for providing handholding support in nano and micro enterprises. The shortlisted Mentors will be engaged by the Block Nodal Societies for Enterprise Promotion formed under the Start-up Village Entrepreneurship Programme (SVEP) in Vadavukode, Vaikom and Thykattussery blocks for a period of six to eight months. The engagement will be against a set of deliverables regarding the enterprises in the specific domains.

Mentors- Profile, Roles & Responsibilities

Profile:

Mentors are domain specialists that would provide guidance and hand-holding to the entrepreneurs in various functions (marketing, procurement, technical advice, financial management etc) and/or categories (food, non-food, service, trading etc).

Kudumbashree intends to position six mentors as below:

1. Mentor -- Production (Food products)
2. Mentor – Service (Sewing/ Tailoring)
3. Mentor – Service (Canteen/ Catering)
4. Mentor – Trading (Retail Shops)
5. Mentor – Trading (Garment Shops)
6. Mentor– Accounting & Financial Management

The Mentors selected would

- be graduates, preferably with functional specialisation
- possess a minimum of 5 years industry experience in the function/sector
- demonstrate interest in developmental work (preferred)

Retired professionals who are able to devote adequate time would be preferred. Mentors may function on either full-time/ part-time basis. Those working on a part-time basis would be contracted for a certain number of days each month, based on the requirement at the field. The mentors would be assigned the responsibility of hand-holding a select list of enterprises as identified by Kudumbashree NRO. They would visit these enterprises as per a schedule and provide training as well as technical and managerial inputs towards improving their performance. When an entrepreneur or the concerned MEC/CRP-EP is unable to address a specific operational issue of a technical nature, a mentor would travel to the enterprise directly and help resolve the issue. The mentors may also work on an indirect basis by providing guidance to MEC/CRP-EP on addressing entrepreneurs' issues. The CRP-EPs, in turn, would cascade the information and advice to the entrepreneurs.

Roles:

(a) Each mentor would be assigned responsibility to regularly visit and provide required technical and managerial inputs to a select number of enterprises that require support.

(b) They would also provide support to the MEC/CRP-EP network in handholding the enterprises. Kudumbashree NRO would prepare a detailed job description for the role of mentors while recruiting them.

Responsibilities:

The following are some of the key activities that would be rendered by the Mentors to the entrepreneurs.

- a. Provide Skill & Performance Improvement Training to the enterprises on an on-going basis
- b. Provide Training of Trainer (ToT) to MEC/CRP-EP on sector-related skills
- c. Help enterprises build efficient backward and forward Linkages
 - Procurement of raw materials, commodities, and services
 - Product sales and distribution
 - Packaging (where applicable)
 - Branding, marketing and promotions (where applicable)
- d. Assist enterprises in costing and pricing of their product (production, service or retail)
- e. Help enterprises to prepare a list of core work processes/ standard operating procedures and adhere to them.
- f. Assist enterprises to institute quality assurance mechanisms and address quality concerns
- g. Help build and widen the customer base
- h. Help in efficient storage, logistics/ transportation of goods
- i. Registration and formation of a legal entity for the enterprise
- j. Regular monitoring of the enterprises and taking corrective measures towards ensuring their profitability and sustainability.

Remuneration

Selected mentors will be engaged for a period of 6-8 month period by the BNSEP committees. The mentors engaged on full time basis will be paid a maximum honorarium of Rs 30,000/- per month and Travel Reimbursement subject to a maximum of Rs 7,500 per month. The same will vary for mentors placed on part time basis depending upon the period of engagement.

Submission of Application

Applications with detailed resume showing expertise in the respective domains should reach the following address by e-mail (with resume attached) or by post latest by 5 pm on 10th November 2019:

Chief Operating Officer
Kudumbashree National Resource Organisation
Carmel Tower, Vazhuthacaud
Thiruvananthapuram, Kerala 695 014
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