

ADVERTISEMENT

Indian Institute of Entrepreneurship (IIE), an organization under Ministry of Skill Development & Entrepreneurship, Govt. of India invites application for the following positions for its Regional Resource Center for Cluster Development (RRC) & Oil Jeevika Project of IIE on purely contractual basis.

The Position, Qualification & Experiences & pay structure are as follows:

Name of Post.	No of Post.	Salary	Role, Required Qualification and Experience.
Project Head, Grade -II	01	40,180/	<p>The Project Head would be expected to independently provide oversight and leadership to a project from planning to Completion. The Role would be included budgeting, planning Schedules and resources, defining and monitoring team members' roles, identifying and managing project risks and developing solutions, Developing positive relationship with clients and other stakeholders, data collection, documentation & reporting.</p> <p>Core Experiences: At least 7-8 years proven track record of independently implementation in Social /Community development project specially in livelihood & Cluster Development. Having experience individually carrying out Research Studies, conduct Diagnostic Study Report (DSR) & Detail Project Report (DPR) & report writing of projects.</p> <p>Key Skills: Exceptional Communication and interpersonal skills, ability to proactively address potential issues and solve problems, excellent computer skills, collaborative working style and team – player attitude, ability to work independently with supervision, outstanding organizational skills and ability to prioritize tasks, and having excellent report writing skills.</p> <p>Qualification: Post Graduate Degree in Social Work / Rural Development / Economics /Commerce/Business Administration.</p> <p>Age: 30 - 40 years.</p>
Project Lead	1	34,300/	<p>The Project Lead would provide essential support to a project, working with the Project Head and other team members to achieve project success. The role would include leading the project execution, identifying and managing project risks and developing solutions, developing positive relationship with Clients and other stake holders, managing & monitoring team member activities, data collection, documentation & reporting.</p> <p>Core Experiences: At least 4-5 years proven track record of independently implementation in Social /Community development project, specially in livelihood & Cluster Development. Having experience in carrying out research studies, conduct Diagnostic Study Report (DSR), Detail Project Report (DPR) & report writing of projects.</p> <p>Key Skills: Communication and interpersonal skills, ability to proactively address potential issues and solve problems, excellent computer skills, collaborative working Style and team – player attitude, ability to work independently with little supervision, organizational skills and ability to prioritize tasks, and having report writing skills.</p> <p>Qualification: Post Graduate Degree in Social Work / Rural Development / Economics/Commerce/Business Administration.</p> <p>Age: 28 - 35 Years</p>

Project Executive, Grade – I	1	28,420/	<p>The Project Executive would be involved in all aspects of project implementation. This may include ensuring the project stays within the budget, working with staff and other individuals to implement project activities, monitor and report on progress, analyze data, make suggested corrections if needed. Would be required to prepare proposals and reports.</p> <p>Core Experiences: At least 3-4 years proven track record of implementation in Social /Community development project specially in livelihood & Cluster Development. Having experience in carrying out research studies & report writing and understanding the about Diagnostic Study Report (DSR) & Detail Project Report (DPR).</p> <p>Key Skills: Communication and interpersonal skills, ability to proactively address potential issues and solve problems, excellent computer skills, collaborative working Style and team – player attitude, ability to work independently with organizational skills and ability to prioritize tasks, and having entrepreneurial zeal to work hard with extra miles and ready for extensive tour.</p> <p>Qualification: Post Graduate Degree in Social Work / Rural Development / Economics/Commerce /Business Administration.</p> <p>Age: 25 - 30 Years</p>
Project Executive Grade-II	2	23,520/	<p>The Project Executive would be involved in all aspects of project implementation. This may include ensuring the project stays within the budget, working with staff and other individuals to implement project activities, monitor and report on progress, analyze data, make suggested corrections if needed. Would be required to prepare proposals and reports.</p> <p>Core Experiences: At least 2-3 years proven track record of implementation in Social /Community development project specially in livelihood & Cluster Development. Having experience in carrying out research studies & report writing and understanding the about Diagnostic Study Report (DSR) & Detail Project Report (DPR).</p> <p>Key Skills: Communication and interpersonal skills, ability to proactively address potential issues and solve problems, excellent computer skills, collaborative working Style and team – player attitude, ability to work independently with organizational skills and ability to prioritize tasks, and having entrepreneurial zeal to work hard with extra miles and ready for extensive tour.</p> <p>Qualification: Post Graduate Degree in Social Work / Rural Development / Economics/Commerce /Business Administration.</p> <p>Age: 25 - 30 Years</p>
Project Associate (Account)	1	20,580/	<p>The Project Associate (Account) would be involved in all aspects of Accounts & Administration for implementation of project. This may include ensuring the project stays within the budget, maintaining day to day account of project and updating to Project Head & account dept. Preparation of budget for every activities under project, preparation of UCs etc. Time to time have to visit project location for implementation of programme & activities.</p> <p>Core Experiences: At least 2-3 years proven track record of working in the field maintaining of Account, Administration & implementation in Social /Community development project specially in livelihood & Cluster Development. Having experience in preparation of need based programme budget, UCs & Balance sheet, Expenditure</p>

			statement as per the GFR norms. Key Skills: Communication and interpersonal skills, excellent computer skills with Excel, collaborative working Style and team – player attitude, ability to work independently with organizational skills and prioritize tasks, and having entrepreneurial zeal to work hard with extra miles and ready for extensive tour. Qualification: Post Graduate Degree in Commerce /Business Administration (Finance) Age: 25 - 30 Years
Multi taskers – Grade - I	1	10,089/	The Multi taskers would be involved in all aspects assisting the project staffs, Keeping Records, files & other computer work typing etc. Time to time have to visit project location to assist the project staffs for implementation of programme & activities. Core Experiences: At least 1-2 year experience working in the relevant field. Key Skills: Excellent computer skills with Excel, collaborative working Style and team – player attitude, and having entrepreneurial zeal to work hard with extra miles and ready for extensive tour. Qualification: HSLC or Equivalent Age: 20 - 25 Years
Engagement/Empanelment of Consultant(s) /Consultancy Agency:			Professional management consultant(s) or registered private consultancy organization(s) having proven track record with experience in the field of preparation of Detailed Project Report (DPR) & Diagnostic Study Report (DSR) of Micro Small Enterprises Cluster Development Programme & formation of Producer Companies in various cluster projects in NER. The interested consultant (s) /organization(s) may apply their detailed profile with hard copy.

Mode of Selection:

Written Test & Personal Interview. Only shortlisted candidates will be immediately called for appearing interview through telephone, Email/WhatsApp/SMS.

Place of Interview:

Indian Institute of Entrepreneurship, Lalmati, Basistha Chariali, Guwahati-781029

Expenses of selection:

No TA/DA will be provided for attending interview.

Submission of Application:

The application has to send through post/ Courier (Hard copy) to the address given below with the following particulars.

- (i) The post applied for much be written in envelop.
- (ii) Detail Bio data/CV of the candidate. (must contain email ID & Mobile Number)
- (iii) Two passport size photographs
- (iv) Photo copies of the certificates in support of various qualifications / experience mentioned in the Bio data/ CV.
- (v) Two reference under whom the candidate working before or known person.
- (vi) Only hard copy of application will be accepted.

The application should reach on or before 31st October, 2019

To the Director

Indian Institute of Entrepreneurship

Lalmati, Basistha Charali, Guwahati-29, Assam

Phone: 0361-2300840 Email: iierclusters@gmail.com