

Enclosures: 1)

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Indian Institute of Entrepreneurship (IIE), an organization under Ministry of Skill Development & Entrepreneurship, Govt. of India invites application for the following positions for Livelihood Development Project of Tribal beneficiaries of Assam under **Pradhan Mantri Van Dhan Yojana (PMVDY)** to be implemented by 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 Gr-II	1	Rs. 40,180/-	<p>The Project Head would provide essential support to the project team who are working under him/her. S/he will work under the vision, guidance and supervision of Project Consultant. The role would include of a change agent who would independently lead and drive programme activities to achieve success. Project Head would also include bringing new innovative ideas, creating organizational processes into place, setting targets and tracking progress reports, solving key bottlenecks under the project and driving it to the next level of achievements. Encouraging growth of the team members through coaching & mentoring is another key responsibility of the Project Head. S/he is the responsible person who ensures overall progress of the project through effective management and ideations.</p> <p>Core Experiences: At least 7-10 years proven track record of independently managing/ implementing development projects. Preference will be given to the persons who have prior experiences in livelihood development projects under the Government schemes/programmes. Having experience in project management, carrying out research studies, partnership management and liaisoning, trainings, strategy development and data management.</p> <p>Key Skills: Management and Communication skills, ability to proactively address potential issues and problem solving, excellent computer skills, collaborative working Style and team – player attitude, ability to work independently with little supervision, organizational skills and ability to prioritizing tasks and tracking mechanisms.</p> <p>Qualification: Post Graduate Degree preferably in Social Work / Rural Development/ Development Studies/ MBA&Social Science.</p> <p>Age: 33 - 43 Years</p>
Project Lead	3	Rs. 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 independently 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, especially in livelihood Development project. Having experience in carrying out research studies, preparation of Project report, Business plan & 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 preferably in Social Work / Rural Development / Economics/Commerce/Business Administration &Social Science.</p> <p>Age: 28 - 35 Years</p>

Project Executive (Grade-I)	1	Rs. 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 especially in livelihood development project. Having experience in carrying out research studies, preparation of Project report, Business plan & 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 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 preferably in Social Work / Rural Development / Economics/ MBA& Social Science</p> <p>Age: 25 - 30 Years</p>
Project Executive (Grade-II)	3	Rs. 24,520/-	<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- 3years proven track record of implementation in Social /Community development project especially in livelihood development project. Having experience in carrying out research studies, preparation of Project report, Business plan & 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 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 preferably in Social Work / Rural Development / Economics/ MBA& Social Science</p> <p>Note: Potential candidates may also apply having relevant experience in the desired field of activities.</p> <p>Age: 25 - 30 Years</p>
Project Associate	2	Rs. 20,580/-	<p>The Project Associate 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 1year proven track record of implementation in Social /Community development project especially in livelihood development project. Having experience in carrying out research studies, preparation of Project report, Business plan & 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 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: Graduate Degree preferably in Social Work / Rural Development / Economics/ Development Studies, MBA & Social Sciences.</p> <p>Age: 25 - 30 Years</p>

Cluster Development Executive (CDE)	24	Rs. 12,000-14,000/-	<p>The Cluster Development Executive would provide essential support to a project, working with the IIE, Guwahati Head Office Project staffs to achieve the project success. The role would include coordinate with the Van Dhan Vikas Kendra (VDVK) Associate Agencies, SHG Leaders, SHG Members & IIE Head Office. The Cluster Development Executive have to develop positive relationship with Clients and other stake holders, managing & monitoring of VDVK activities, data collection, documentation & reporting.</p> <p>Core Experiences: At least 1-2 years of experience working in Social /Community development project, especially in livelihood development project. Having experience in carrying out activities such as formation of SGHs & its management, conduct capacity building training for SHGs, report writing, conduct survey & data collection etc.</p> <p>Key Skills: Communication and interpersonal skills, ability to proactively address potential issues and solve problems in field level, basic computer skills, collaborative working Style and team – player attitude, with organizational skills and ability to prioritize tasks, and having entrepreneurial zeal to work hard with extra miles and ready for extensive local tour.</p> <p>Qualification: Graduate Degree from recognized college/ university preferably in Social Work / Rural Development, Development Studies& Social Sciences. Age: 22 - 30 Years</p> <p>Project locations& no. of post:Baksa&Barpeta (2), Sonitpur (1), Chirang&Bongaigaon (1), Dhemaji (2), Dima Hasao&Hojai (2), East KarbiAnglong (1), Jorhat&Sivsagar (2), Kamrup Metro (1), Kamrup Rural (1), Kokrajhar (2), Majuli (1), Morigaon (1), Nagaon (1), Nalbari (1), BishwanathChariali& Lakhimpur (3), Udalguri (1), West KarbiAnglong (1)</p> <p>(Note: Potential candidates having relevant experience in the desired field of activities as well as positive attitude, there will be relaxation for Qualification & Age. Candidates from the respective district/local area of VDVK projects will get the preference for selection.)</p>
Multitasker Gr-I	1	Rs. 10,089/-	<p>The Multitasker would be involved in all aspects of office work/ logistics related to the project implementation. This may include ensuring the project document typing, printing, maintaining project files, maintaining records of value added products and supporting project staff and other individuals in their project implementation activities.</p> <p>Core Experiences: At least 1 year of experience as Multitasker in social development projects/ in management companies.</p> <p>Key Skills:Effective communication and Computer proficiency in area of MS office package including Microsoft word & excel.</p> <p>Qualification: H.S in any stream.</p> <p>Age: 20 - 28 Years</p>

Mode of Selection:

Written Test & Personal Interview

Only shortlisted candidates will be called for appearing interview through telephone, Email/WhatsApp/SMS.

Place of Interview:

Indian Institute of Entrepreneurship, Lalmati, BasisthaChariali, 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) or email to the address given below with the following particulars.

- (i) The post applied for must be written at the top of the envelope.
- (ii) Detail Bio data/CV of the candidate. (must contain email ID & Mobile Number)
- (iii) Two passport size photographs
- (iv) Photo copies / Scan 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) Age and qualification may be relaxable for highly suitable candidates.

The last date of application submission on or before 15th January, 2021

To

The Administrative Officer

Indian Institute of Entrepreneurship

Lalmati, BasisthaCharali, Guwahati-29, Assam

Phone: 0361-2300840/6901271181 Email: ijevandhanner@gmail.com



Indian Institute of Entrepreneurship

(Ministry of Skill Development & Entrepreneurship, Government of India)
BasisthaChariali, Lalmati, N.H.Bypass, Guwahati-781029

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Indian Institute of Entrepreneurship (IIE), an organization under the Ministry of Skill Development & Entrepreneurship, Govt. of India invites application for the posts of **Project Head Gr-II, Project Lead, Project Executive (Gd.-I), Project Executive (Gd.-II), Project Associate, Multitasker Gr-I & Cluster Development Executives** on contractual basis for a livelihood development project of tribal beneficiaries of **Pradhan Mantri Van Dhan Yojana (PMVDY)** of IIE. Desirable candidates may visit IIE website: www.iietraining.org or contact: 0361-2300840.

Shortlisted candidates will be immediately called for interview.

Last date for submission of application 15th January, 2021

Administrative Officer
IIE, Guwahati