

**Kudumbashree NRO**  
**Selection of Personnel – 2023**

Kudumbashree – Kerala State Poverty Eradication Mission is a National Resource Organization (NRO) recognised by the Ministry of Rural Development, Government of India, for providing technical and implementation support to other States in India as part of National Rural Livelihood Mission (NRLM). As the NRO, Kudumbashree shares its expertise and best practices with other States and helps them develop interventions in the area of Convergence between Panchayati Raj Institutions and Community Based Organisations and creating support systems to promote rural micro enterprises. The job notification is for positions under the Enterprises domain specifically in Foodservice & Sectoral Clusters..

Growth Enterprises: Under the enterprise domain one of the major focuses of the Ministry of Rural Development, through NRLM & SRLMs is to promote higher order enterprises. Sectoral & functional intervention strategies have been piloted to achieve the objectives. Kudumbashree being recognised as an NRO of NRLM, has been piloting various projects to develop ecosystems aimed at growth of enterprises.

Kudumbashree-NRO is currently supporting 24 States. For more details of the work of KS-NRO, please refer to [www.kudumbashreenro.org](http://www.kudumbashreenro.org)

Kudumbashree-NRO calls for applications from interested persons for the positions listed below. General conditions of application and format for application are provided.

<b>Sr. No.</b>	<b>Designation</b>	<b>Number of Positions</b>
1	State Project Coordinator - Enterprise Domain	5
2	Thematic Anchor - Monitoring & Evaluation - Enterprise Domain	1

**Position: Thematic Anchor (Growth Enterprises) - Monitoring & Evaluation - Enterprise Domain**

**Responsibilities:**

1. Will be responsible for monitoring the systems of growth enterprises under various projects of Kudumbashree NRO.
2. Will be responsible for data analysis of growth enterprises under various projects of Kudumbashree NRO.
3. Will be responsible for developing data analysis tools & anchor data collection of growth enterprises under various projects of Kudumbashree NRO.
4. Will be responsible for identifying & developing data sharing platforms with state and national stakeholders of the projects of Kudumbashree NRO.
5. Will be representing Kudumbashree NRO at state/national level meetings & workshops as a part of the Enterprise team.
6. Will be responsible for coordinating with other partner organizations regarding monitoring system development.
7. Will be responsible for researching and developing innovative monitoring designs for growth enterprise projects of Kudumbashree NRO.
8. Will be responsible for other domain specific work allocated by Team Lead of growth enterprises of Kudumbashree NRO.
9. Will be required to facilitate/attend workshops and meetings of Kudumbashree NRO.
10. The post will be based out of Trivandrum with need based travel to states.

**Qualification and Experience**

1. Masters in Social work, Rural Management, Development, Public Administration, or Community Development or an equivalent course from an institute of repute - Tata Institute of Social Sciences (TISS), Azim Premji University (APU), Indian Institute of Rural Management (IRMA), Indian Institute of Management (IIM), Indian Institute of Technology (IIT) or a postgraduate degree in field of data analysis or any related technical field.
2. Two years of work experience in monitoring, evaluation, data analysis or other related fields is preferable (after post graduation).
3. Community-oriented experience is preferred.
4. Excellent communication skills in English & Hindi.
5. High level of self-motivation, initiative taking ability and creativity.
6. Willingness to travel for work.
7. Good interpersonal skills and strong documentation skills.
8. Proficiency with MS Office suite.
9. Proficiency in data analysis tools is desirable.

10. Ability to work with minimal supervision.
11. Proven track record in coordination and management with a strong background in organizational and planning skills.
12. Effective multitasking abilities and prioritizing tasks to ensure smooth and efficient operations.

**Position: State Project Coordinator - Enterprise Domain**

**Responsibilities:**

1. Will be responsible for project implementation in the partner state as allotted by the Team Lead, Growth Enterprises or the Program Manager - Kudumbashree NRO.
2. Will be responsible for administrative & financial formalities of project management for self and the team working in the allocated state or area.
3. Carry out documentation of progress, impact, best practices, and other activities under the domain.
4. Will undertake extensive field visits to ensure project implementation as per project timeline.
5. Will be responsible for preparation of periodic implementation plan & progress reports for State/Cluster/Assigned projects.
6. Will be responsible for coordination with all project stakeholders.
7. Will be responsible for conducting meetings with the SRLMs and other stakeholders as per the agreed frequency.
8. Will be responsible for planning and delegating tasks and responsibilities to team members.
9. Will be responsible for ensuring that each team member has a clear understanding of the expected outcome from their engagement for the project.
10. Will be responsible for onboarding of identified industry experts/partners for project support.
11. Will be responsible for carrying out the responsibilities assigned by Team Lead (Growth Enterprises), Programme Manager and Chief Operating Officer from time to time.
12. The post will be based out of NRO Partner States with extensive travel to Kerala and need based travel to other states of India.

## Qualification and Experience

1. Masters in Social work/ Media and Cultural Studies/Development communication /Rural Management/ Development / Development journalism or an equivalent course from an institute of repute - Tata Institute of Social Sciences (TISS), Azim Premji University, Indian Institute of Rural Management (IRMA), Indian Institute of Management (IIM), Indian Institute of Technology (IIT) or any relevant post-graduate degree.
2. Two or more years of work experience in the relevant field (after post graduation).
3. Strong understanding and willingness to work in the field of community based strategies.
4. Exceptional reporting, documentation skills and research capabilities.
5. Excellent communication skills in English and Hindi. Knowledge of other regional languages will be an advantage.
6. High level of self-motivation, initiative, and creativity.
7. Willingness to travel for work.
8. Good interpersonal skills.
9. Proficiency in MS-Office suite.
10. Ability to work with minimal supervision.

<b>Pay Details</b>				
<b>Position</b>		<b>Consolidated remuneration</b>	<b>Communication Allowance</b>	<b>Total monthly emoluments (Rs.)</b>
<b>Thematic Anchor (Growth Enterprises) - Monitoring &amp; Evaluation- Enterprise Domain</b>	<b>(Experience of 3 + years)</b>	50,000	1,000	51,000
	<b>(Experience of 2-3 years)</b>	46,200	1,000	47,200
<b>State Project Coordinator (Growth Enterprise)- Enterprise Domain</b>	<b>(Experience of 3 + years)</b>	50,000	1,000	51,000
	<b>(Experience of 2 and more years)</b>	46,200	1,000	47,200

- The payment norms are approved cost norm policies under NRLM for Kudumbashree NRO & are absolute.
- Work experience after post graduation degree will be taken into consideration for the recruitment process.

1.	<p><b>Terms of appointment</b></p> <p>The appointment to all the above positions shall be on an 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.</p>
2.	<p><b>Selection Process</b></p> <p>The applicants will be selected through a multi-stage selection process:</p> <ol style="list-style-type: none"> <li>1. Short-listing of suitable candidates based on review of application &amp; Statement of Purpose in the prescribed format (SoP of not more than 250 words).</li> <li>2. Telephonic interview round-I.</li> <li>3. Case studies/Assignments based assessment.</li> <li>4. Telephonic interview round-II.</li> <li>5. Presentations and/or Personal Interviews for final selection.</li> </ol>
3.	<p><b>Submission of applications</b></p> <p>Applications for the positions will consist of the following.</p> <ol style="list-style-type: none"> <li>1. Statement of Purpose not more than 250 words (SoP)</li> <li>2. Application in the given format</li> <li>3. Copy of Curriculum Vitae</li> </ol> <p>Completed applications super scribed with “ <b>Application for the post of (<i>specify post applied for</i>)” in "Kudumbashree-NRO”</b>, is to be received at the following address on or before <b>5 pm on 10th June, 2023</b>.</p>

Address to submit applications:

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

**OR**

Sent by post/speed post/courier addressed to - **The Executive Director, Kudumbashree NRO, III Floor , Carmel Towers, Vazhuthacaud P O Thiruvananthapuram, Kerala 695014**

Note:

- Only applications complete in all respects will be considered. Statement of Purpose (SoP), 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. Applicants may provide authenticated copies of certificates & credentials when asked for, and make available originals for verification.
- You may contact this number for any process related clarification - 7488234600

**Kudumbashree – National Resource Organization (NRO)**  
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**1. 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)*

<b>Degree/Diploma Certificate</b>	<b>Year</b>	<b>College/ Institute</b>	<b>Board/University/ Institution</b>	<b>Subjects</b>	<b>Division/ Marks/ GPA</b>

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 an SoP not exceeding 250 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 may 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 with the information shown above.

Date:

Name:

Place:

Signature:

**2. Statement of Purpose (SoP) - Not more than 250 words (To be submitted as a pdf document)**