



NATIONAL INSTITUTE OF RURAL DEVELOPMENT AND PANCHAYATI RAJ
(Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad – 500 030.

Advt. No. 27/2021-CGSD
(F.No.NIRDPR/CRTCEN-Research/Recruitment-2021)

National Institute of Rural Development and Panchayati Raj is a premier Institute of national and international repute in terms of capacity-building and research in the realm of Rural Development and related aspects. NIRDPR invites online applications from qualified and experienced persons for its Project on '**Integrating Emergency Response into Village Perspective Plans: Mainstreaming the Roles of the Mahila Sabhas and Bal Sabhas into GDP Preparation**' on short term contract basis for the following position.

1. Women & Child Development Co-ordinator

Name of the position	Women & Child Development Co-ordinator
Salary	Rs.90,000/- per month
Reports to	Head - CGSD
Duration	February 2022 to March 2023
Purpose & Key Responsibilities	
<ul style="list-style-type: none">• Design Key strategies, Using participatory methods, outlining clear objectives, target activities, allies, deliverables and indicators, as well as an implementation plan• Prepare a complete implementation plan with timelines, accountability framework and budgets for state, districts and sub district level.• Develop TORs for M&E tasks to be carried out for partner institutions (e.g. the design of surveys, evaluations etc. using a combination of quantitative and qualitative methods;• Be responsible for sourcing data and information for specific planning needs directly from various databases and surveys.• Review monitoring reports, analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation and make recommendations.• Prepare Concept notes and proposals for submission to various institutions to generate reports.• Co-ordination and networking with SIRDs• Willing to travel.	

Qualifications, Skills & Experience

Essential

- Master's degree in social sciences /management /humanities/social work with 8 years of relevant progressive experience (or) Ph.D with 5 years of progressive experience in handling, National/State/District level development projects in a multi-disciplinary team.
- Good communication, writing and drafting skills required in English.
- Project Coordination and handling team at different levels.
- **Age: 50 years or below**

Desirable

- Excellent facilitation skills
- Experience in writing research reports/ research methodology
- Computer literacy and ability to work efficiently in MS Office
- Experience in handling research projects/ research methodology
- Experience in Women & Child Development sector
- Experience in working with PRIs

The candidates are advised to go through the advertisement thoroughly before applying.

Qualified and interested candidates should apply through online registration available on the website <http://career.nirdpr.in/>

General conditions:

- This project assignment is purely temporary, co-terminus and does not entail any kind of regular appointment in NIRD&PR in future
- The Institute may shortlist the candidates as may be necessary
- Canvassing in any form will be treated as disqualification
- No correspondence or telephonic enquiry will be entertained as regards short-listing, calling for interview, selection or engagement
- The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases
- Number and duration of the position indicated in the advertisement may vary, depending upon the requirement

The last date for submitting applications online is 26.01.2022 till 05:30 PM. Applications received after the due date and time will not be considered.

The shortlisted candidates will be informed about the date, time, and venue of the Interview.

Head-CGSD



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2. Data Analyst

Name of the Position	Data Analyst
Salary	Rs.40,000/- per month
Reports to	Head - CGSD
Duration	February 2022 to March 2023
Purpose & Key Responsibilities	
<ul style="list-style-type: none">• Analysis of various kinds of data base• Collect & maintain the data base from the field• Co-ordination at the field level• Working with stakeholders at GP level• Using participatory methodologies• Preparation of research reports.	
Qualifications, Skills & Experience	
<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none">• Master's degree in social sciences/management/statistics.• MA with 5 years of experience or Ph.D with two years of experience in working in various developmental projects/ research projects• Knowledge of MS office• Age: 40 years or below <p style="text-align: center;"><u>Desirable</u></p> <ul style="list-style-type: none">• Knowledge of SPSS/Stata/Statistical package• Knowledge of analyzing data• Experience in field work• Willing to travel for data collection• Documentation & generating reports	

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3. Project Associate

Name of the Position	Project Associate
Salary	Rs.30,000/- per month
Reports to	Head – CGSD
Duration	February 2022 to March 2023
Purpose & Key Responsibilities	
<ul style="list-style-type: none">• Responsible for office administration, Use computer word processing, spreadsheet, and database software to prepare reports, memos, and documents• Assist the Co-ordinator and the team in all administrative matters.• Enter the data collected in the research• Work with various departments in the institute for facilitation• Maintenance of records.	
Qualifications & Skills	
<u>Essential</u>	
<ul style="list-style-type: none">• MA in social sciences/commerce/management /humanities• Age: 40 years or below• Experience – 2 years of experience in office administration• Knowledge of excel.	
<u>Desirable</u>	
<ul style="list-style-type: none">• Good communication, writing and drafting skills required.• Knowledge of working in research projects• Knowledge of data entry in SPSS/STATA• Proficiency in the use of computer programs for: Word processing, Databases, Spreadsheets, Bookkeeping, E-mail, Internet; Proficiency in the use of office equipment:Computer, Voice messaging systems, Fax, Photo copier	

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4. Finance Associate

Name of the Position	Finance Associate
Salary	Rs.30,000/- per month
Reports to	Head – CGSD
Duration	February 2022 to March 2023
Purpose & Key Responsibilities	
<ul style="list-style-type: none">Assist with financial management in preparation of invoices and financial statements; Process accounts payable/receivable ensuring timeliness and accuracy of information; Prepare accurate bank reconciliations and deposits	
Qualifications & Skills	
<u>Essential</u>	
<ul style="list-style-type: none">Degree in commerce, computersAge – 40 years or below	
<u>Exper</u>	
<ul style="list-style-type: none">Experience- 3 years in Financial Management.	
<u>Desirable</u>	
<ul style="list-style-type: none">Good communication, writing and drafting skills required.Preparation of face formsWorking in international research projects especially in UN projectsExperience in co-ordination with UN agencies for financial releases and settlementsKnowledge of MS Office/ Excel/ TallyProficiency in the use of computer programs for: Word processing, Databases, Spreadsheets, Bookkeeping, E-mail, Internet; Proficiency in the use of office equipment: Computer, Voice messaging systems, Fax, Photo copier	

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5. Office Assistant

Name of the Position	Office Assistant
Salary	Rs.16,000/- per month
Reports to	Head – CGSD
Duration	February 2022 to March 2023
Job Description	
<ul style="list-style-type: none">• Assist the project team in office functions, filing, organizing files and file movement• Assist in procurement of consumables, inventory, and log• Office up keeping, assist in hospitality and office visitors• Make necessary arrangements for meetings, workshops, and trainings	
Qualifications & Skills	
<p style="text-align: center;"><u>Essential</u></p> <ul style="list-style-type: none">• 10th pass• Experience – 5 years of experience in office upkeeping, assist in hospitality and office visitors• Age: 40 years or below. <p style="text-align: center;"><u>Desirable</u></p> <ul style="list-style-type: none">• Courteous, pleasant and initiates help & support when necessary	

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