

NATIONAL INSTITUTE OF RURAL DEVELOPMENT & PANCHAYATI RAJ (NIRD&PR)
(An Autonomous Organization of the Ministry of Rural Development, Government of India)
Rajendranagar, Hyderabad -500030

The NIRDPR is a National level Institute of research and training in rural development under the Ministry of Rural Development, Government of India. NIRDPR invites applications from eligible candidates for an upcoming UN - Women project on -“ **From Opportunities to capacities : A Multi – Sectoral Approach to Enhancing Gender Responsive Governance**”, in the Centre for Women Development & Gender Studies at NIRDPR, Hyderabad , for a period of one year.

S no	Positions	Number of Posts
1	Project Consultant	one
2	Project Assistant (Finance)	one
3	Project Assistant (Computers)	one

The job descriptions are available on the NIRD’s website; www.nird.org.in

Eligible candidates may send their CV along with photocopies of all testimonials showing proof of academic and professional qualifications & experience, duly attested and attaching one recent passport size photograph by **01/12/2016** through post / courier to the following address.

The Professor & Head
Centre for Gender Studies and Development
National Institute of Rural Development and Panchayati Raj
Rajendranagar
Hyderabad -30

Candidates may also send their CV by **01/12/2016** at the email id: wdnird@gmail.com



Centre for Gender Studies & Development
National Institute of Rural Development & Panchayati Raj
Ministry of Rural Development, Government of India
Rajendranagar, Hyderabad
Pin Code- 500030 (Telangana State) India

The National Institute of Rural Development and Panchayati Raj invites applications for the post of Project Consultant, Project Assistant (Finance) and Project Assistant (Computers) for its International project-“ **From Opportunities to capacities : A Multi – Sectoral Approach to Enhancing Gender Responsive Governance**”, for a period of one year and extendable as per project requirement or will be co-terminus with the project. The candidates are required to submit their Curriculum Vitae along with the relevant copies in support of their educational qualifications and experience to the address; Professor & Head ,Centre for Gender Studies and Development ,National Institute of Rural Development and Panchayati Raj, Rajendranagar ,Hyderabad -30 , on or before 1st December 2016, 5.00pm. The details of the qualifications, remuneration and other eligibility conditions are as follows;

S No	Positions / Job Title	Qualifications & Experience	Consolidated remuneration per month (Rs.)
1	Project Consultant	<p>No. of positions: one</p> <p>Key Functions:</p> <ul style="list-style-type: none">• Identify Training Needs of Elected Women Representatives and PRIs• Collection of training modules and compilation of multi modular training kits and resource materials for empowerment of elected women representatives and gender responsive governance• Support for planning and conduct of the TOT and Training Programmes for selected faculty of SIRDs, RD functionaries and PRI officials• Enable and support the TOT participants to formulate and implement follow up action plans for empowering elected representatives and PRIs from their respective agencies• Support the Project Team Leader in the overall	60,000

		<p>management of the project activities</p> <ul style="list-style-type: none"> • Management of data and report from various partners of the project. • Documentation and Development of reports, communication materials and fact sheets • Strengthening partnerships between networks of elected women representatives to empower women in local governance • Scanning and locating sources of information and technical resources related to women’s empowerment on local governance • Documentation and reporting of project events • Any other task assigned by the Project Team Leader 	
		<p>Competencies:</p> <ul style="list-style-type: none"> • Conceptual clarity regarding local governance and women’s needs • A keen understanding of UN’s role and its functioning • Excellent interpersonal communication and networking skills • Excellent co-ordination skills including proven ability to co-ordinate logistics • Demonstrated ability for training, planning, budgeting, implementation and management • Demonstrated capacity to engage stakeholders in a development response • Ability to advocate policy changes • Demonstrates strong oral and written communication skills • Demonstrated ability to work effectively in a team in productive fashion both with internal and external members • Experience of working closely with both government and non government Institutions • Ability to network effectively • Documented evidence of publications • Knowledge and understanding of the complexities and nuances of the South Asian Region. • Willingness to travel 	

		<p>Recruitment Qualifications: Essential Education: Masters Degree in Social Sciences with 55 % marks or equivalent Grade</p>	
		<p>Experience: Essential</p> <ul style="list-style-type: none"> • Five (5) years experience in teaching/research/ training in the area of gender responsive governance, political empowerment of women and allied areas. <p>Age : below 45 years</p> <p>Preferable:</p> <ul style="list-style-type: none"> • Experience in designing training manuals, monitoring and evaluation of development projects of gender, local governance, and women empowerment. • Ph.D in relevant area • Experience of working in UN Agencies • IT skills • Excellent communication skills 	
		<p>Duration: one year (Extendable as per the project requirement and based on the performance .The project post will be co-terminus with the project)</p>	
		<p>Language Requirements: Fluency in English and Hindi</p>	
2	Project Assistant (Computers)	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> • BCA with 55% marks or PG Diploma in Computer Applications • Minimum Five year experience in relevant area in reputed institute/organizations • Area of Expertise; computer applications in MS office, EXCEL, DATA ENTRY <p>Age : below 35 years</p>	22,000
		<p>Desirable; Preference will be given to MCA candidates Due preference will be given to person who has experience of working with projects in national and international agencies</p>	
		<p>Skills;</p> <ul style="list-style-type: none"> • Entry Of Data , Analysis of Research Results , Generation of Tables ,Developing General Office Notes, E-Mailing , Web Management , etc 	

		Duration: one year (Extendable as per the project requirement and based on the performance .The project post will be co-terminus with the project)	
3	Project Assistant (Finance)	<p>Essential Qualifications: B.Com with 55% marks Five years of experience in relevant area in reputed institute/organization in maintenance of accounts including data entry of expenditure statement (Double entry system) Age : below 35 years</p> <p>Desirable: M.com with MBA finance</p> <p>Due preference will be given to person who has experience of working with projects in national and international agencies.</p> <p>Skill required: General management of accounts; Debit and credit entry; Preparation of financial record and budget; Proficiency in English and Hindi Required.</p> <p>Duration: one year (Extendable as per the project requirement and based on the performance .The project post will be co-terminus with the project)</p>	22,000

Note:

- Selection committee at its own discretion may relax /enhance the minimum requirements in case of outstanding candidates for any of the positions described.
- Shortlisted candidates will be invited for the interview which will be conducted by the committee constituted for the purpose.
- Interested candidates may apply enclosing supporting documents.
- Canvassing in any form disqualifies the candidature of the applicant for the interview & placement.
- Interested candidate may please send their application in the prescribed form to wdnird@gmail.com or via post to the following address
Prof. & Head, Centre for Gender Studies & Development, National Institute of Rural Development and Panchayati Raj, Rajendranagar, Hyderabad – 500030
The applicaiton should reach on or before 30.11.2016 5.pm. The Institute is not responsible for postal delay.

National Institute of Rural Development & Panchayati Raj

Rajendranagar, Hyderabad - 500030

Application form for Consultant / Project Assistant (finance and Computer)

Last date for submission of Application : 30.11.2016

1. Name of the Candidate : (Fill in capital letters)				
2. Gender : Male/Female/Transgender			3. SC/ST/OBC/Other caste	
4. Mailing address (Postal):				
Email:		Mob:		5. Age (in years):
6. Educational Qualification - for individual :				
Exam passed (Degree onwards)	Main Subjects	Board/University	Year of passing	% / Division
7. Work Experience: Please attach a brief write-up of not more than a page about the main achievement, specifying the training material developed and published (give an abstract of each of such publication separately).				
S.No	Organisation (s)	position held/and total emoluments drawn	From - To	Job responsibilities

Date:

Place:

Signature of the Candidate

Note:

- **Please do not call on phone for any information or enquiry in this regards.**
Attach additional sheet where ver required.