Applications Invited for the Recruitment of Program Staff for Prime Minister’s Rural Development Fellowship

PMRD Fellowship is an initiative of the Ministry of Rural Development (MoRD) where the focus is to reduce poverty and improve the lives of people in rural India. PMRD Fellowship is being implemented in collaboration with state governments. During the two-year duration of the Fellowship, PMRD Fellows will work closely with District Magistrates of backward and remote districts in improving programme delivery and interface with marginalized sections, aiming to reduce the developmental and governance deficits. PMRD Fellows will also participate in a post graduate degree programme through e-enabled distance learning and contact sessions leading to M.Sc./M. A. in Development Practice, to be conducted by Tata Institute of Social Sciences (TISS). Immediately after successful completion of the fellowship, a PMRD Fellow is required to spend one year in public service as a paid full-time employee of the State Rural Livelihood Mission in the state she/he is assigned to. It is expected that by their work in the field as well as through their participation in the academic programme, PMRD Fellows will enhance their capacity in programme implementation, gain field experience, acquire professional knowledge in development practice and become capable development leaders and facilitators - a much needed resource ensuring equitable growth in India. Thus, the PMRD Fellowship has the twin objective of providing short term catalytic support to the district administration in remote districts to improve programme delivery as well as to develop a cadre of committed and competent development leaders and facilitators, who are available as a resource for rural development over the long term.

Details about the PMRD Fellowship can be accessed at: [http://rural.nic.in/sites/programmes_PMRDFS.asp](http://rural.nic.in/sites/programmes_PMRDFS.asp). [Also see [http://pmrdfs.tiss.edu/](http://pmrdfs.tiss.edu/) and [http://rural.nic.in/pmrdfs/](http://rural.nic.in/pmrdfs/)]

TISS invites applications for the following positions:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Position</th>
<th>No. of Positions</th>
<th>Location</th>
<th>Deadline</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Programme Manager</td>
<td>01</td>
<td>Mumbai</td>
<td>25th February 2014</td>
<td>9 Months</td>
</tr>
<tr>
<td>2</td>
<td>Programme Officer</td>
<td>02</td>
<td>Mumbai</td>
<td>25th February 2014</td>
<td>9 Months</td>
</tr>
<tr>
<td>3</td>
<td>Administrative and Accounts Assistant</td>
<td>01</td>
<td>Delhi</td>
<td>25th February 2014</td>
<td>9 Months</td>
</tr>
</tbody>
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**PROGRAMME MANAGER**

**Education:**

Minimum Post-graduate in Social work/social sciences

**Experience:**

- Applicants should have minimum 5 years of experience in program management in the development sector.
- Practical experience of implementing a multi-stakeholder programme.
- Practical experience of working in a multi-institutional/ stakeholder environment including academic institutions is preferred.
Core Competencies:

- Applicant should have the ability to co-ordinate manage, communicate a multi-stakeholder team.
- Ability to manage finances and personnel to help with optimum utilization of resources for desired output.
- Knowledge of current issues and trends in development sector and skills of local level capacity building.
- Excellent written and oral skills with good computer and internet proficiency, especially in MS-Word, Excel and PowerPoint are essential.
- Fluency in English.
- Promote knowledge management and maintain a learning environment for the benefit of the program and staff.
- Actively works towards continuing personal learning and development in one or more Practice Areas.
- This position is based in Mumbai but candidates would be required to undertake outstation travel to states and be present for all outstation activities, as and when required.

Duties and Responsibilities

- Planning and execution of the PMRDF program, with special reference to the M.A. / M.Sc. in Development Practice.
- Coordination of all PMRDF project activities with related and parallel activities, in consultation with the Faculty and the Steering Committee, M.A. / M.Sc. in Development Practice.
- Assist in developing strategies, liaison with policymakers, senior bureaucrats, for assisting in the implementation of Project.
- Oversee the program, assess the status of particular activity, identify loopholes if any, draft documents to assist and support the PMRDF core team. The person would responsible to design the smooth functioning of the program at all levels and maintaining a barrier free communication channel.
- Network with other civil society organizations at central and state-level.
- Supervise the day-to-day functioning of the Project Team.
- Provision of financial and managerial oversight and ensure efficient service delivery;
- Provide inputs and services as may be required by the project team with the objective of achieving high level of performance and results.
- Organize meetings of the Committee and Ministry (as and when required)
- The Programme Manager will conduct any other function or responsibility, which may be assigned by the Project Director and is largely responsible to the Institute.
PROGRAMME OFFICER


Experience:

- Applicants should have minimum 2 years of experience in development sector.
- Practical experience of implementing a multi-stakeholder programme is preferred.

Core Competencies:

- Knowledge of current issues and trends in development sector and skills of local level capacity building.
- Excellent written and oral skills with good computer and internet proficiency, especially in MS-Word, Excel and PowerPoint are essential.
- Fluency in English
- This position is based in Mumbai but candidates would be required to undertake outstation travel to states and be present for all outstation activities, as and when required.

Duties and Responsibilities

- Assist in planning and execution of the PMRDF program, with special reference to the M.A. / M.Sc. in Development Practice.
- Oversee the program, assess the status of particular activity, identify loopholes if any, draft documents to assist and support the PMRDF core team.
- To assist the smooth functioning of the program at all levels and maintaining a barrier free communication channel.
- Assist in developing strategies, liaison with policymakers, senior bureaucrats, for assisting in the implementation of Project.
- Follow up with all about orders issued; develop briefs for ministry and media as required.
- Maintain an updated database of important government committees, and other vital contacts in the central government, particularly of all policy initiatives i.e. education, health, labour, rural development etc. ministries.
- Prepare monthly updates/reports for all stakeholders involved.
- The Programme Officer will conduct any other function or responsibility, which may be assigned by the Programme Manager and is largely responsible to the Institute.
ADMINISTRATIVE & ACCOUNTS ASSISTANT

Education – Minimum Bachelors of Commerce from a recognized university.

Experience – Minimum 1 years of experience of managing accounts.

Core Competencies:
• Demonstrated ability to manage accounts and administrative profile of the project.

• This position is based in Delhi but candidates would be required to undertake outstation travel to states and be present for all outstation activities, as and when required.

TISS is an organisation believes in equality of opportunities and social equity as a core value for all its functions. We encourage members from socially marginalised and under-represented sections to apply Applicants are requested to submit a letter or email of interest including: Cover letter (indicating the position applied for and motivation for applying to the position), CV with details of and past experience before 25th February 2014 to reejrajan@tiss.edu. Two references can also be suggested which will be helpful during the process.