

MAHATMA GANDHI ACADEMY OF HUMAN DEVELOPMENT (MGAHD)

Livelihoods and Social Entrepreneurship Fellowship Project

Advertisement for Programme/Project Manager

-----August 09, 2018

Name of the Post: Programme/Project Manager

Location : Chuchuyimlang , Nagaland

Duration : Sept 2018 to March 2019 (6 Months)

Email : mgahd.nagaland@gmail.com

Remuneration CTC: Rs 40000 p.m.

Last Date for application: 19 August 2018

Livelihoods and Social Fellowship (LSE) programme is Supported by the Hans Foundation through Mahatma Gandhi Academy of Human Development (MGAHD) - A Joint Initiative of the Tata Institute of Social Sciences and Nagaland Gandhi Ashram, The LSE Fellowship is a unique fellowship program that will help the youth in Nagaland and North East transform from a job seeker to a self sustained entrepreneur .

Essential Qualifications:

Master's degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Social work, Social Sciences, Social Entrepreneurship, Entrepreneurship, Rural Management, SME Development, Agricultural Sciences, Livelihoods and Community Development plus at least two years of work experience in programme or project management .

Candidates with good knowledge of planning, monitoring and implementing projects or programmes. ability to find ways of solving or pre-empting problems, work in multicultural settings with multidisciplinary teams and willing to settle and stay in the project location may be given preference.

Terms of Reference for the position of Project Manager :

- To manage a dynamic young team and to oversee the day to day functioning of the project
- Designing framework for Monitoring and evaluation of the programme.
- Oversee and assess need for capacity building activities for the fellows/ programme staffs.
- Coordinate and work together with the Programme Director for periodic assessment of progress and development.
- Prepare quarterly reports and activity reports and to oversee the reports and monitor the progress of work at the project location.
- Any other task assigned by the project leader

Application Procedure

Please send the following documents by email to **mgahd.nagaland@gmail.com** along with the subject line as **" Programme/Project Manager -DLSE Fellowship Programme "**

1.Covering letter

2.Your updated Curriculum vitae with your academic records and experience.

Other Conditions :

The Institute reserves the right to:

(a) relax any of the requirements with reference to age and experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, in a University/research institution of repute,

(b) invite persons for interview who may not have applied for as per the above procedure, or to not to fill up the vacancy advertised;

(c) since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience shall not entitle a person to be called for written test, making a presentation and interview

(d) the Institute reserves the right to restrict the candidates to a reasonable number on the basis of qualification and experience higher than the minimum prescribed as decided by the duly constituted Screening Committee

(e) No queries or correspondence regarding issue of call letter for interview / selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.

(f) Candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/ interview.

(g) No TA / DA is payable for appearing for the interview

(h) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

Programme Lead
MGAHD-Nagaland