1. **Name of the Post: Project Executive Grade II**

**No.of Post:1 (One)**

**Role:** - The Project Executive Grade II would be involved in all aspects of project implementation. This may include ensuring the project stays within the budget, working with staff and other individuals to implement project activities, monitor the project activities and preparing the reports on project, analyse data, make suggested corrections if needed. The executive will also have to handle cluster development projects for execution related tasks and ensure that the outputs and outcomes are achieved as per the Detailed Project Reports and various Ministry Guidelines and norms. S/He would be required to prepare proposals, concept notes, budgets and reports etc. and also initiate/handle communications with various government departments/ financial institutions/ marketing platforms etc. for leveraging finances, marketing linkages etc.

# Qualification: M.A in Social Sciences/Management/Science/Commerce/ B.E/B. Tech or any other relevant field.

# Experience: At least 3 years proven track record of working on similar assignments for Grade-II. The experience in the field of cluster development approach/entrepreneurship/livelihood promotion activities will be necessary.

**Essential Skills**:

* + Cluster development activity planning, Business Planning, DPR formulation etc.
  + Monitoring and Evaluation of cluster development project activities.
  + Outcome/Impact monitoring of project intervention and activities.
  + Report writing and documentation.
  + Concept note development, Proposal writing.
  + Proficiency in computer applications

**Desirable Skills**

* + Exceptional communication and interpersonalskills
  + Ability to proactively address potential issues and solveproblems
  + Collaborative working style and team-playerattitude
  + Outstanding organisational skills and ability to prioritizetasks
  + Excellent report and proposal writing skills
  + Experience of working/developing I.T based solutions and applications for monitoring and evaluation of cluster development projects/livelihood projects/ enterprise development projects would be an added advantage.
  + Willing to travel to field locations of project sites across India.

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**Term of appointment**: - Initially for 11 months, subject to continuation of the project .If the project continues may be renewed for another term if the project is still in progress, subject to a satisfactory performance appraisal.

# Salary would be Rs. 23, 520/-

1. **Name of the Post: Project Lead**

**No.of Post: 3 (Three)**

**Role:** - The Project Lead would be involved in all aspects of project implementation. This may include ensuring the project stays within the budget, working with staff and other individuals to implement project activities monitor and report on project, analyse data, make suggested corrections if needed. Would be required to prepare proposals and reports.

# Qualification: Master in Social Work/Social Science/Management/Science/Commerce/Rural Development/Sociology or B.E/B. Tech or any other relevant field

# Experience: At least 5 years proven track record of working on similar assignments. The experience in the field of cluster development approach/ livelihood and agri sector will be an additional advantage.

**Essential Skills**:

* Cluster development activity planning, Business Planning, DPR formulation etc.
* Monitoring and Evaluation of cluster development project activities.
* Outcome/Impact monitoring of project intervention and activities.
* Report writing and documentation.
* Concept note development, Proposal writing.
* Proficiency in computer applications
* Ability to work independently with little supervision,
* Organizational skills and ability to prioritize tasks.

**Desirable Skills:**

* + Knowledge related to e-commerce, digital marketing skills, e-commerce web development will be added advantage.
  + Project Management Software, MIS, Inventory Management Software
  + GIS using open-source software.
  + Ability to proactively address potential issues and solve problems, team-player
  + Collaborative working style and team-player attitude
  + Organizational skills and ability to prioritizetasks
  + Excellent report and proposal writing skills

**Term of appointment**: - Initially for 11 months, with provision for further extension based upon requirements and satisfactory performance.

# Salary would be Rs. 34,300/-

**Mode of Selection:**

Written Test & Personal Interview

Only shortlisted candidates will be called for appearing interview through telephone, Email/WhatsApp/SMS.

**Place of Interview:**

Indian Institute of Entrepreneurship, Lalmati, BasisthaChariali, Guwahati-781029

**Expenses of selection:**

No TA/DA will be provided for attending interview.

**Submission of Application:**

The application has to send through post/ Courier (Hard copy) or email to the address given below with the following particulars.

1. The post applied for must be written at the top of the envelope.
2. Detail Bio data/CV of the candidate. (must contain email ID & Mobile Number)
3. Two passport size photographs
4. Photo copies / Scan Copies of the certificates in support of various qualifications / experience mentioned in the Bio data/ CV.
5. Two reference under whom the candidate working before or known person.
6. Age and qualification may be relaxable for highly suitable candidates.

**The last date of application submission on or before 26th April, 2021**

To

The Administrative Officer

Indian Institute of Entrepreneurship

Lalmati, BasisthaCharali, Guwahati-29, Assam

Phone: 0361-2300840/6901271181

Email: recruitmentcell.iie@gmail.com or iiesfurti2@gmail.com