



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

**INVITES APPLICATIONS FOR POSITIONS**  
**“ASSOCIATE, STRATEGIC PLANNING AND MANAGEMENT”**

Applications are invited for the Four (04) positions of **Associate, Strategic Planning and Management**, on Project mode engagement by NIRD&PR to work at the Rurban Division in the Ministry of Rural Development (MoRD), New Delhi for **a period of one year**. The details of the eligibility, job description and other requirements are as follows:

Position	Associate, Strategic Planning and Management
Function	Project/ Program Management, Training and Capacity Building
Consolidated salary per month including NCR allowances	Rs. 60,000/-
TA/DA	As per norms of NIRD&PR
Essential Qualifications	Post graduate degree in Rural Development/Management/ GIS / MIS / any Social Science with strong academic background from Indian / Foreign university/ Institute
Experience	Minimum 3 years experience in the development sector/ MIS functions/GIS functions
Desirable Qualifications	<ul style="list-style-type: none"><li>• Project Management Professional (PMP) Certification or equivalent preferred</li><li>• Post Graduate Diploma in Rural Management will be preferred</li><li>• Strong skills in MS Office, MS Project or an equivalent project management tools, and workflow or data flow diagramming tools</li><li>• Strong knowledge on MIS and GIS Applications</li></ul>
Maximum age	Not exceeding 45 years as on June, 2016
Last date for receipt of the application	<b>1<sup>st</sup> July, 2016</b>

The applications are to be addressed to Assistant Registrar (E), National Institute of Rural Development and Panchayati Raj (NIRD & PR), Rajendranagar, Hyderabad – 500 030 and those who desire to submit the soft copy may submit the same to [are.nird@gmail.com](mailto:are.nird@gmail.com) and a copy to [crinirdpr@gmail.com](mailto:crinirdpr@gmail.com).

There is no prescribed application. However, prospective candidates shall submit their CVs/Resume with exclusive mention about fulfilment of prescribed qualification, age and experience.

Only shortlisted candidates will be called for Interviews. All communications will be through e-mail. Hence, all candidates are advised to mention clearly their e-mail/contact number in their application.

## Role Description

The key role is to support the Rurban Division and facilitate the development projects and their management, coordinating with States and handholding them in the Project Planning and preparation; Track the preparation process and ensure timely submission of proposals; Create a robust escalating process, identify tracks on the critical path and proactively apprise the Senior Management team on possible issues that may lead to delays in any of the tracks.

The role of MIS function associate would be to maintain data base on the project on regular basis. Create a dynamic MIS platform for tracking and monitoring the progress of the Mission. The role of the GIS function associate would be to maintain all GIS related data and help the States in the GIS functions and plan processes.

## Competency Based Job Description

### Project Monitoring

- Preparation and interface with Nodal Officers, Charge Officers etc. across all the State Governments to collate progress updated on individual project activities in order to report the overall status across project tracks;
- Analyze the overall impact of delays / overruns in Project timelines on critical deliverables and appropriately apprise the Senior Management;
- Monitor timelines and resources used and take action necessary;
- Training and Capacity Building Activities;
- Documenting learning's from each project track.

### Reports & Documentation

- Create weekly / monthly / yearly reports, detailing the execution / preparation of various projects with respect to project plans and schedules, and circulate the same to Senior Management of review
- Create an integrated plan/schedule for review of progress of the identified Clusters, created reporting and escalation mechanisms
- Prepare MIS and Status Update for circulation to the top Management and other authorities

### Required Competencies

Behavioural Competencies
<p><b>Performance Excellence:</b></p> <ul style="list-style-type: none"><li>➤ Timely &amp; Accurate Decisions</li><li>➤ Ownership of Decision</li><li>➤ Problem Solving Attitude</li><li>➤ Proactive Planning</li><li>➤ Foresight</li><li>➤ Implementation of innovation based initiatives</li><li>➤ Focus on Continuous improvement</li></ul> <p><b>Team Excellence:</b></p> <ul style="list-style-type: none"><li>➤ Serves as a Role Model</li><li>➤ Recognizes &amp; Encourages Performance</li><li>➤ Efficient Flow of Information</li><li>➤ Collaborative Style of Working</li></ul> <p><b>Cultural Excellence:</b></p> <ul style="list-style-type: none"><li>➤ Respect Towards Individual</li><li>➤ Open Work Environment</li><li>➤ Focus on Outcomes</li></ul>

## **2. General Conditions :**

- i) The offered assignment is purely temporary and does not envisage any kind of regular appointment in NIRD&PR in future.
- ii) In case of large number of applications, the Institute may shortlist the candidates as may be necessary.
- iii) Canvassing in any form will be treated as disqualification.
- iv) No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.
- v) The Institute reserves the right to relax any of the requirements i.e. age, educational qualification, experience etc. in exceptional cases.
- vi) The application form may be downloaded from the NIRD&PR Website: [www.nird.org.in](http://www.nird.org.in)

**Assistant Registrar (E)  
NIRD&PR, Hyderabad**