



# IIM

भारतीय प्रबंध संस्थान विशाखपट्टणम  
Indian Institute of Management Visakhapatnam

Ref: IIMV/NTS/MGNF/01/2022

Date: 30 Jun 2022

**Position: State Resource Associate (SRA) - Andhra Pradesh**

**Nature of Position: Full-time, Contractual**

**Vacancies: 01 (One)**

**Age Limit: Not exceeding 35 years. Relaxation in upper age limit is admissible for candidates belonging to SC/ST/OBC/DAP as per the Government of India rules.**

**Location: State capital of Andhra Pradesh.**

### **Summary:**

IIM Vishakhapatnam invites application for the position of State Resource Associate (SRA) for the Mahatma Gandhi National Fellowship (MGNF) program. MGNF is a Certificate Program in Public Policy and Management offered by IIM Vishakhapatnam that seeks to equip and train individuals for a period of two years to work in state or district skill development activities.

The program is designed with inputs from the Ministry of Skill Development and Entrepreneurship. The MGNF seeks to strengthen local institutions and schemes in helping achieve their potential. The SRA will be a contractual employee of the MGNF project, IIM Vishakhapatnam and will be expected to spend most of the time in the allotted state capital. The SRA would normally be located at the State Capital and would need to undertake travel to Districts.

The SRA is expected to be able to communicate in the language of the state they will work in. Apart from local language of the State, knowledge of English and Hindi is a must. Regular travel to the IIM Vishakhapatnam campus to assist with managing the Fellows is expected. The successful candidate is expected to join a team of academics and practitioners in documentation, planning, assisting with monitoring and evaluation, and helping and handholding the Fellows in dealing with developmental activities driven by district level resources and skills. This will require the candidate to engage with both IIM Vishakhapatnam and external stakeholders for district level development processes.

The duties and responsibilities of the Fellows that SRAs are required to guide, handhold, mentor and monitor, are given here.

### **Duties & Responsibilities including, but not limited to the following:**

- Help the Fellows in the smooth and streamlined discharge of their duties and responsibilities.
- Organize and provide field related support to the Fellow across the districts in the State.
- Provide all necessary administrative support to the MGNF in coordination with the Program Manager, and other stakeholders.
- Organize meetings and assist in providing logistics support to various events held as a part of the MGNF Program.
- Write, review, and produce documents and research materials in coordination with the Program administration and Academic stakeholders.
- Document field level experiences and learning by the participants.

### **Key Skills / Abilities/Knowledge required:**

- Strong interpersonal skills and self-motivated.
- Report writing and presentation skills.
- Mentoring; Monitoring and Evaluation skills.
- Demonstrated experience working on policy and programmatic issues with multiple stakeholders including national, local governments and civil society organizations including community organizations.
- Attention to detail, planning, and task-orientation.
- Willingness to travel.
- Familiarity with government working environment, especially at district and state levels.

### **Educational Qualifications & Experience:**

#### ***Essential:***

- (1) Minimum Post-graduation with minimum 55% marks or equivalent CGPA (at post-graduation level) in Economics, Public Policy, Public Administration, Entrepreneurship, Management including Rural Management (MBA/PGDM), Operations Research, Statistics, Engineering or Technology.
- (2) A minimum of two years of working experience in reputed institutions, in the management and monitoring of academic programs or development schemes.
- (3) Thorough hands-on experience in the use of MS Office
- (4) Excellent communication skills (oral and written)
- (5) Excellent inter-personal skills.

#### ***Desirable:***

- (1) PG from a Centrally Funded Technical Institution [CFTI] (or) a University/Institution listed in the NIRF-2021 Ranking.
- (2) Experience in higher-education institutions of repute in academic program management; or in the planning and implementation; monitoring and evaluation of Central or State Government schemes in socio-economic sectors
- (3) Exposure to Government / Public Systems and Development Management
- (4) Experience in Skill Development and Entrepreneurship Development
- (5) Knowledge of the PMRDF Scheme
- (6) Working knowledge of data analysis, data visualization and report writing
- (7) Knowledge of Finance & Accounting.

**Salary & Compensation:**

Based on qualifications, prior (relevant) experience and present salary. Salary will not be a constraint for the right candidate.

**Reporting Relationships:**

Reports to Program Manager, who in turn reports to the Program Chair.

**General terms and conditions:**

- a. All the educational qualifications acquired should be duly recognized in law.
- b. Age and experience requirements shall be reckoned as on the closing date of the advertisement.
- c. The Institute may select and/or shortlist suitable number of candidates to address present and/or future requirements.
- d. Mere fulfilment of qualifications and experience does not entitle a candidate to be short-listed. The Institute reserves the right to restrict the candidates to be called for the selection process to a reasonable number based on relevant criteria, higher than the minimum prescribed.
- e. The Institute encourages diversity in workplace and woman candidates are encouraged to apply.
- f. Higher salary may be considered for deserving candidates i.e., of outstanding merit or exceptional record of performance.
- g. The place of work is the Institute's campus. It is presently located in Andhra University, Visakhapatnam, Andhra Pradesh. The Institute is likely to move to its permanent campus located in Gambheeram Village in Anandapuram Mandal, in about three years. The permanent campus is about 25 Km.s from the present (temporary/transit) campus.
- h. Candidates are advised to visit the website of IIM Visakhapatnam ([www.iimv.ac.in/careers](http://www.iimv.ac.in/careers)) regularly, for updates. Amendments, corrigenda (if any), will be placed on the Institute website only.
- i. The Institute will communicate only with short-listed candidates.
- j. Candidates in employment (Government or Public Sector) must produce relieving orders from their current employers at the time joining the Institute, failing which, they will not be permitted to join.
- k. No correspondence from applicants shall be entertained during the recruitment process.
- l. Canvassing in any form will lead to disqualification.
- m. The Institute requires the selected candidates to join within thirty days of receipt of the offer.
- n. In all matters of recruitment such as screening, shortlisting, selection, fixation of salary etc., the interpretation and decisions of the relevant Committees and/or the Competent Authority of the Institute shall be final and binding.
- o. Selection process may include assessment of one or more of the following: (i) Quantitative Aptitude; (ii) Data Interpretation and Logical Reasoning; (iii) Verbal and Reading Comprehension; (iv) Computer-based problem-solving exercise; (v) Personal Interview. The selection process may be held in online mode or physical-presence mode. No charges whatsoever shall be admissible/payable for attending the selection process.
- p. The Institute reserves the right to act and take decisions as deemed fit, in all matters relating to (i) eligibility; (ii) acceptance or rejection of the application; (iii) incomplete or incorrect information (if any) furnished by the

- applicant; (iv) shortlisting and selection. No request or correspondence of any kind in this regard would be entertained.
- q. The Institute may not fill any, some or all the advertised positions; or cancel the advertisement in whole or in part, without assigning any reason and without incurring any liability.
  - r. The Institute also reserves the right to extend the closing date for receipt of applications; restrict, enlarge, modify or alter the requirements or recruitment process in whole or part, if such need arises, without issuing any further notice or assigning any reason thereof.
  - s. Disputes (if any) shall be subject to the jurisdiction of competent courts of the city of Visakhapatnam and Andhra Pradesh.

**E. How to apply:**

1. Interested candidates are invited to apply using the prescribed format only, available on the website ([www.iimv.ac.in/careers](http://www.iimv.ac.in/careers)). Applications not conforming to the format are liable to be rejected.
2. Filled-in, signed and scanned (pdf/word format) applications should be sent by e-mail only to [mgnfrecruit@iimv.ac.in](mailto:mgnfrecruit@iimv.ac.in) with subject Line "Application for the position of SRA-Andhra Pradesh".
3. **No supporting documents (copies evidencing educational qualifications, experience, etc.) are required at this stage.**
4. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably.
5. All information furnished **MUST** be based on supporting documentation (which will be called for, only from short-listed candidates). Incomplete/incorrect/sketchy and unsigned applications are liable to be rejected. Applications received in any other format will not be accepted.
6. Last date for receiving the application is **15-Jul-2022 (Friday) by 16:00 Hrs.**
7. Applications received after last date and time will not be considered.
8. The Institute is not responsible for any delay in submission of the application.