

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH
(Deemed University)**

IGIDR invites applications from well qualified and experienced persons for the following post on **contract basis** initially for a period of **two years** which may be extendable.

1. Project Officer: 1 post (at level of JAO)

- a. Qualification, Experience:** The applicant must be a Post Graduate in Economics / MBA in Finance with 5 to 10 years of experience in managing various projects.

He/ She must have excellent knowledge of MS-Office- Word, Excel, Power Point, email applications etc. He/She must promote teamwork and shows conflict resolution skills. He/She must have functional competencies & sound technical knowledge of understanding Management Practices, Ecosystem Services & Government Set Up. He/ She able demonstrate skills to liaise with various government stakeholders & report to the respective authorities.

He/ She Should have demonstrated initiative, leadership and supervisory skills, strong communication skills in English (Both oral and written).

b. Nature of Job:

- Planning, Implementing and monitoring the programme and implementation of financial budget and its various components.
- Guiding and steering the programme with the help of Steering Committee and the Technical Advisory Group.
- Establishing links and liaising with other relevant statutory bodies for smooth implementation and successful achievement of the outcomes of the programme.
- Coordinating and managing project's implementation at national level, ensuring activities are carried out on time and within planned budget.
- Assisting in various programme related activities which may include (but not limited to) planning for meetings, local and national consultations, trips and other project related activities, as assigned by the authorities.
- Ensuring delivery against planned project results and financial delivery targets in annual work plan. Closely tracking slippage against work plan and recommending corrective actions.
- Fostering partnerships with key national and international institutions.
- Drafting communications, letters, concept notes, Terms of Reference etc. to support the authorities and contributing to the development of knowledge products and communication-outreach material to facilitate knowledge sharing on projects.

- Supervising the work of team members or consultants, as may be recruited under the projects. Ensuring quality and consistency of reports and deliverables by partner institutions/ individuals.
- c. **Desirable:** Extensive knowledge of the principles, practices and techniques of oral and written communications and interpersonal relations skills in order to determine the most effective proposals.

General Information:

- a. **Contract appointment:** The above posts are on **contract basis** initially for a period of two years which is extendable.
- b. **Age :** For the above posts is 30 to 45 years
- a. **Remuneration:** Remuneration will commensurate with qualifications and experience (approx. in the range of Rs. 50,000/- to Rs. 70,000/- p.m. all inclusive).

Eligible and interested candidates may submit their application mentioning the 'Post Applied for Project Officer' on the envelope along with all relevant documents showing proof of age, experience, qualifications and three references by **16th January, 2017** to:

**The Registrar, Indira Gandhi Institute of Development Research,
Santosh Nagar, Film City Road,
Goregaon-E, Mumbai-400 065.**

Mere fulfillment of the minimum qualifications etc. will not vest any right on a candidate for being called for test / interview. The Institute reserves the right to short list the candidates for interview and relax the selection criteria in exceptional cases and / or cancel the recruitment process / reject the application, without assigning any reason and without prior notice to the candidate.