

Position: State Resource Associate– Mahatma Gandhi National Fellowship (MGNF)

Summary:

IIM Lucknow invites application for the position of State Resource Associate for the Mahatma Gandhi National Fellowship (MGNF) for Lucknow and Shimla locations. MGNF is a Certificate Program in Public Policy and Management (CPPM) offered by IIM Lucknow that seeks to equip and train individuals for a period of two years to work in state or district administrative activities. The CPPM 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 candidate will be a contractual employee of the Centre for Public Policy, IIM Lucknow and will be expected to spend most of the time in one of the state capitals of selected states i.e. Uttar Pradesh and Himachal Pradesh where IIM Lucknow will be offering the program. In this regard, the candidate is expected to be able to communicate in the language of the state they will work in.

Regular travel to the IIM Lucknow campus to assist with managing the MGNF 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 the MGNF participants develop economic development and go-to-market strategies that are driven by district level resources and skills. This will require the candidate to engage with both IIM Lucknow and external stakeholders in the discovery process for district level development processes.

Major Roles and Responsibilities

The IIML SRA is responsible for:

- Organize and provide field related supports to the Fellow across the districts
- Provide all necessary administrative support to the MGNF in coordination with the Program Coordinator
- Organize meeting and assist in providing logistical support to various events held as a part of the MGNF
- Write, review, and produce documents and research materials in coordination with the Program Coordinator.
- Document field level experiences and learning by the participants.

Key Skills / Abilities/Knowledge required:

- Strong interpersonal skills and self-motivated.
- Familiarity with report writing is preferred.
- 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
- Travel will be required on the job.

Educational qualification and Experience:

Master's in Social Sciences/ Statistics/ Development Studies/Rural Technology/ or related fields with a minimum of 2 years of experience in the development sector. Skills in IT, action research, training and data analysis are preferred.

Familiarity and ability to use MS Office, and statistical software (R/Stata) is desirable.

Number of positions open: 2

Locations: Lucknow & Shimla

Period of engagement: The MGNF contract is for a period of one and half years (18 months). SRA contracts will be for up-to a year with possibility for extension, subject to mutual interest, funding availability and performance reviews.

Compensation: Contractual payment Rs. 35000/- to 40000/- per month (Based on Experience and Qualification).

Reporting Relationships:

Resource Associate will report to the Program Manager and Program Directors of the education programs.

Audience/interface:

- Internal – Faculty, IIML Administration team
- External – Clients (National or State Governments, Corporate).

This position is on contract. Selected candidates should be prepared to take up the assignment immediately. **Maximum age limit** for being appointed under these Rules will ordinarily not exceed 60 years for Non-teaching staff, subject to discretion from the director.

Candidates meeting all the job requirements and desirous of being considered may apply online by visiting <https://forms.gle/SmNVMRDRpstivoSt5>

- **We encourage OBC, SC/ST, PwD candidates to apply for the position.**
- **Closing date for applications is May 5, 2022.**
- **Only shortlisted candidates will be intimated for the subsequent process.**
- Interviews will be conducted at IIM Lucknow for SRA position at Lucknow location.
- While interviews for Shimla location will be conducted either at IIM Lucknow or in Shimla.
- No TA/DA will be payable by IIM Lucknow for attending interview