

Advertisement for the Post of Program Manager-MGNF and State Resource Associates-MGNF at IIM Lucknow

1. Position: Program Manager – Educational Programs

Summary:

IIM Lucknow invites application for the position of Program Manager for short-duration certificate programs at the Centre for Public Policy, IIM Lucknow. These certificate programs may have class-room and/or rural immersion components and an important challenge will be ensuring a consistent training-cum-learning environment. A key responsibility will be to ensure consistent reporting of the program's activities to its clients to showcase the program's timely execution. Managing payment milestones, motivating the team, and maintaining long-term clarity on program risks, and operational concerns will be important for success in this role. The candidate is expected to join a team of academics and practitioners in successfully managing such training programs.

Major Roles and Responsibilities-

The Project Manager is responsible for:

- Overall administrative responsibility for all academic and operational activities
- Develop key reports, including financial reporting, and manage training program milestones.
- Manage and monitor a distributed team and oversee fieldwork of participants (where appropriate).
- Maintain routine engagement with key client.
- Develop protocols to ensure smooth functioning of the Academic and District Immersion modules of the program to ensure an integrated delivery of the program.
- Plan long & short term resource needs in accordance with the requirement of training programs.

Key Skills / Abilities/Knowledge required:

- Strong interpersonal skills and self-motivated.
- Familiarity with financial accounting and report writing is strongly 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
- Some travel will be required.
- Location: IIM Lucknow Campus at Lucknow

Educational qualification and Experience:

Post graduate degree with a minimum of 55 percent marks and a minimum of five years of experience out of which three years should be in project management, preferably with a reputed national/ international organization in social development.

The candidate should have good working knowledge of MS Office suite.

Candidates with post graduate degree in management or computer application or social work will be preferred.

Compensation:

- Contractual payment Rs. 65,000/- per month to Rs 75000/- depending upon experience and qualification)

Reporting Relationships:

- Program Manager will report to Program Directors of the education programs.

Audience/interface:

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

We encourage OBC, SC/ST, PwD candidates to apply for the position.

Closing date for applications is May 25, 2021. Only shortlisted candidates will be intimated

Application will be accepted only through the online form <https://docs.google.com/forms/d/1d2RGZLNuVcxalaMssHeegcXpp3cE2Pyqe9DTijpDVR4/edit>

In case of any difficulty email us on ra.fr159@iiml.ac.in

2. 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). 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 (Uttar Pradesh, Himachal Pradesh, Assam and Mizoram) 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 as may be advisable under ongoing Covid-19 outbreaks. The successful candidate is expected to join a team of academics and practitioners in documentation, planning, assisting with monitoring and evaluation, and helping the MGF 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: 5

Locations: Lucknow, Shimla, Guwahati and Aizawl

Period of engagement: The MGNF contract is for a period of two years. 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

We encourage OBC, SC/ST, PwD candidates to apply for the position.

Closing date for applications is May 25 , 2021

Only shortlisted candidates will be intimated

Application will be accepted only through the online form <https://docs.google.com/forms/d/1d2RGZLNuVcxalaMssHeegcXpp3cE2Pyqe9DTijpDVR4/edit>

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