

**Position: State Resource Associate – Mahatma Gandhi National Fellowship (MGNF) for State of Jharkhand**

**Summary:**

IIM Ranchi invites applications 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 Ranchi that seeks to equip and train individuals for two years to work in state or district administrative activities. The CPPM is designed with inputs from the Ministry of Skill Development and Entrepreneurship, Government of India. The MGNF seeks to strengthen local institutions and schemes to help achieve their potential. The candidate will be a contractual employee of IIM Ranchi and will be deployed in the State Skill Mission of Jharkhand. In this regard, the candidate is expected to be able to communicate in the official language of Jharkhand with frequent travel to other districts of Jharkhand. Regular travel to the IIM Ranchi campus to assist with managing the MGNF. 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 driven by district-level resources and skills. This will require the candidate to engage with both IIM Ranchi and external stakeholders in the discovery process for district-level development processes.

**Major Roles and Responsibilities**

The IIMR 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:**

- Post Graduate or Master's in Social Sciences/ Statistics/ Development Studies/Rural Technology/ or related fields with a minimum of 3 years of experience in the development sector. Skills in IT, action research, training and data analysis are preferred.
- Desirable- Minimum 02 yrs. of work experience in Development/Statistics related works will be preferable. Familiarity and ability to use MS Office, and statistical software (R/Stata) Skills in IT, action research, training and data analysis are preferred.

**Period of engagement:** The MGNF contract is for a period of **06 months and extendable up to three more months (If required)**

**Compensation:** Contractual payment Rs. 45,000 to 55,000/ per month (Based on Experience and Qualification)

**Reporting Relationships:**

- State Resource Associate will report to the Program Manager and Program Directors of the MGNF program.

**Audience/interface:**

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

This position is on contract basis. Selected candidates should be prepared to take up the assignment immediately. **Maximum age limit** for being appointed under these Rules will ordinarily not exceed 40 years subject to discretion from the director.

*“The institute is an Equal Opportunity Employer and committed to fully complying with the provisions of Rights for Persons with Disability Act. The institute firmly believes that such hiring is no way a charity but makes business sense as it is proven that Persons with disability are both highly productive and stable team members, if given an opportunity”*

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

**Closing date for applications 15 days from date of publication on IIM Ranchi website Only shortlisted candidates will be intimated**

To apply please send an email including a CV and cover letter to [mgnf.coordination@iimranchi.ac.in](mailto:mgnf.coordination@iimranchi.ac.in) with the subject: State Resource Associate : MGNF (Applications without proper subject may not be considered)