



TERMS OF REFERENCE:

NATIONAL MISSION MANAGER – SKILLS (RURAL SKILLS DIVISION)

GENERAL INFORMATION

Ministry of Rural Development (MoRD), Government of India, is implementing a placement linked skill development program called the DDU-GKY i.e. Deen Dayal Upadhyaya Grameen Kaushalya Yojana (erstwhile Aajeevika Skills Program). DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 15-35 years.

DDU-GKY is unique in its design under the National Rural Livelihood Mission (NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3-tier structure with MoRD at the apex as the policy making, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions as the state level nodal implementation support agencies and Project Implementation Agencies (PIA) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SRLMs/SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY Guidelines provide additional information on the program. The Guidelines and SOP can be accessed under the resource section of the DDU-GKY website at <http://www.ddugky.gov.in>.

One of the key objectives of DDU-GKY is to secure decent employment to rural youth from marginalized sections of poverty so as to provide them and future generations, pathways to overcome poverty. To this end DDU-GKY requires effective, committed, sustainable partnerships with industry-national and international.

States are central to effective implementation of the program. To facilitate effective partnerships with states focused on quality outcomes for the program.

To address the above stated requirements the Rural Skills Division requires the services of 1 professional expert at L1 Level, to function as 'NATIONAL MISSION MANAGER SKILLS. Remuneration for the post will be as per qualification and experience of the selected candidate.

ROLES AND RESPONSIBILITIES

The NATIONAL MISSION MANGER- SKILLS will work under the overall guidance of the officers of Skills Division (MoRD).

Key Results to be achieved are

- A. Achievement of skill training and placement targets
- B. Making DDU-GKY the most credible and preferred skill training programme for eligible youth training partners and employers
- C. Ensure 100% adherence to Standard Operating Procedures in the region Under the overall guidance of the Joint Secretary, Skills, (MoRD)

Ensure effective technical and capacity building support to the State Rural Livelihood Missions (SRLM)/ State Skills Development Mission (SSDM) responsible for rolling out of DDU-GKY in the States. Specific tasks include:

- Liaise with the state government for effective functioning of SRLM / State Skills Development Mission (SSDM) responsible for implementing DDU-GKY project.
 - Facilitate HR/staffing, build and nurture effective sensitive support teams at various levels; in the State in line with the DDU-GKY guidelines
 - Facilitate capacity building support to the staff of SRLM/SSDM and Communities (members, leaders, cadres and institutions) at multiple levels in various ways;
 - Facilitate SRLM/SSDM in developing and fine-tuning of programme strategies for social mobilization & institution building, including development of key institutional processes relating to training, project appraisal, partnership management, MIS and IT systems, development of Annual Action Plans and Monitoring & Evaluation and others.
 - Support troubleshooting during implementation;
 - Facilitate SRLM/SSDM in managing convergence with Rural Livelihoods component of NRLM and community partnerships; and
 - Be the link between NMMU-MoRD and SRLM/SSDM
 - Perform any other related tasks consistent with the level of the post and/ or assigned by the officers of Skills Division (MoRD)
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QUALIFICATION AND EXPERIENCE/ MINIMUM ELIGIBILITY CRITERIA

The candidate will have the following qualifications and experience:

- Master's degree in any domain (with relevant work experience as mentioned below)
- Minimum 15 years of overall experience at the State/National level in:
- Leading implementation of large Capacity Building/Skilling/Rural Development Schemes etc.
- Experience in leading projects at Govt. of India/ State Government level will be given preference.
- India's development administration systems
- A minimum of 10 years' relevant experience at the State or National Level in Skill Development and/or related fields.
- Hands-on experience in design, monitoring and evaluation of rural development/skill development projects.
- Experience in handling partnerships including funding.
- Experience in examining proposal for release of funds.
- Experience in working on SGSY(SP) would be an asset.

SKILLS AND COMPETENCIES

Job Knowledge/Technical Expertise

- Deep understanding of issues pertaining to poverty reduction and Livelihoods Project/Programme Management
- Hands-on expertise in processes/tools of Social Mobilization, participation, institution building and capacity building of community members, leaders, cadres and professionals and in livelihoods promotion
- Good analytical skills including skills in data analysis and report writing
- Building Strategic Partnerships
- Ability to build and sustain effective partnerships with Government Agencies and main constituents, advocate effectively, communicate sensitively across different constituencies
- Possesses consultative and collaborative capacities

Development and Operational Effectiveness

- Capacity to gather comprehensive information on complex problems or situations, evaluate information accurately and identify key issues required to resolve problems
 - Builds strong relationships with the NMMU team and SRLM/SSDM, focusing on impact and result
 - Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
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Leadership and Self-Management

- Has ability to work under supervision as well as with self-initiative and motivation
- Establishes priorities for self and other members of the team; schedules activities to ensure optimum use of time and resources; monitors performance against development and other objectives and corrects deviations from the course
- Proven ability to coordinate the work of others and to work as part of a team and share knowledge with others.
- Leads teams effectively and shows conflict resolution skills
- Demonstrates openness to change and ability to manage complex situations
- Consistently approaches work with energy and a positive, constructive attitude
- Responds positively to critical feedback and differing points of view. Also solicits feedback from staff about the impact of his/her own behavior.
- Willingness to travel.
- Fluency in English and Hindi is essential. Knowledge of regional language(s) would be an asset.

SCHEDULE & LOCATION

The National Mission Manager, shall be appointed Full- Time (on contract) and based on performance and requirement of NRLPS, the contract may further extend. The role shall be based out Rural Skills Division (MoRD) in Delhi and may be required to travel to other offices in States as required.

REPORTING

The National Mission Manager shall report to:

Director (Rural Skills)

7th Floor, NDCC-II Building
Jai Singh Road,
New Delhi-110001

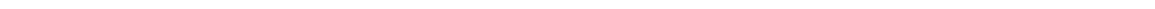
Or to any other person assigned by CEO(NRLPS) or Joint Secretary (Rural Skills)

Remuneration

Remuneration for the role will be Minimum Rs 1,20,000- Rs. 186,159 per month as per qualification and experience plus travel related reimbursable as per the NRLPS norms.

Please apply by sending your latest CV to nrlps.advt@gmail.com. The last date of submission of CVs is 27th October, 2021.

Please note that the applications not furnished in the prescribed format are liable to be rejected.





TERMS OF REFERENCE:

MISSION MANAGER – LEGAL AFFAIRS (RURAL SKILLS DIVISION)

GENERAL INFORMATION

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One of the key objectives of DDU-GKY is to secure decent employment to rural youth from marginalized sections of poverty so as to provide them and future generations, pathways to overcome poverty. To this end DDU-GKY requires effective, committed, sustainable partnerships with industry-national and international.

States are central to effective implementation of the program. To facilitate effective partnerships with states focused on quality outcomes for the program.

To address the above stated requirements the Rural Skills requires the services of one (1) professional expert at L2 Level, to function as MISSION MANAGER LEGAL AFFAIRS. Remuneration for the post will be as per qualification and experience of the selected candidate.

OBJECTIVES OF THE ASSIGNMENT

The Mission Manager will work under the overall guidance of the officers of Skills Division (MoRD). He/she would be primarily responsible for supporting various schemes of Rural Skills/Rural Livelihood Division in all the legal matters and advise in legal documentation, court cases, arbitrations, recoveries, LIMBS, counter petition /affidavit etc.

SCOPE OF WORK

The consultant to support following activities:

1. Assist and advise the Division so that court cases as well as matters which require examination from legal point of view are effectively dealt with in a professional manner.
 2. Scrutinize legal papers, documents and affidavits received in the Division and offer comments/legal opinion.
 3. Liaisoning with, standing counsels (Central/State Government), Department of Legal Affairs or any other department etc.
 4. Carry out legal research, identify legal issues and draft counter affidavit, counter writ petition etc.
 5. Maintain status report of all ongoing Court Cases, arbitrations, recoveries or any other legal matters and track the dates of next hearing etc. Carry out continuous review and monitor the same.
 6. Process the matter related to payment of professional fees of Central Government Counsel as admissible.
 7. Preparation of reply to the observations/comments of Department of Legal Affairs.
 8. Monitor LIMBS portal.
 9. Assist in processing of application received under RTI Act, 2005 and CIC matters.
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10. Perform such other work of legal nature may be entrusted from time to time.

MINIMUM ELIGIBILITY CRITERIA

The successful candidate will have the following qualifications:

Essential:

- Bachelor Degree in Law from a recognized university or Institution in India, recognized by Bar Council of India. However, Master Degree will be preferred.
- Must have excellent written and oral communication and Interpersonal skills. Knowledge of Computer Applications such as MS Word, MS Excel, MS Power Point etc.
- Must have fluency in English and Hindi is essential. Knowledge of regional language(s) would be an asset.
- Minimum 10 years of overall experience.
- Out of the overall experience a minimum of 5 years or above' experience in legal matters, handling recovery case/court case/arbitration under grant-based projects of Centre/ State level//PSUs/ Autonomous Bodies/Leading large-scale NGOs/Leading Law firm on similar kind of projects.

Desirable:

- Relevant experience in Government Departments/PSUs/ Autonomous Bodies and / or Supreme Court of India/ High Courts/District Courts. Experience in handling recovery case/court case/ arbitration under grant-based projects such as skill development, livelihoods etc. or Centre/ State Government Departments/PSUs/ Autonomous Bodies/Leading large-scale NGOs/law firm on similar kind of projects.

SKILLS AND COMPETENCIES

LEADERSHIP AND SELF-MANAGEMENT

- Has ability to work under supervision as well as with self-initiative and motivation
 - Establishes priorities for self and other members of the team; schedules activities to ensure optimum use of time and resources; monitors performance against development and other objectives and corrects deviations from the course
 - Proven ability to coordinate the work of others and to work as part of a team and share knowledge with others.
 - Leads teams effectively and shows conflict resolution skills
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- Demonstrates openness to change and ability to manage complex situations
- Consistently approaches work with energy and a positive, constructive attitude
- Responds positively to critical feedback and differing points of view. Also solicits feedback from staff about the impact of his/her own behavior.
- Willingness to travel.

DEVELOPMENT AND OPERATIONAL EFFECTIVENESS

- Capacity to gather comprehensive information on complex problems or situations, evaluate information accurately and identify key issues required to resolve problems
- Builds strong relationships with the NMMU team and State Rural Livelihoods Mission, focusing on impact and result
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks

SCHEDULE & LOCATION

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REPORTING

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Jai Singh Road,
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Or to any other person assigned by CEO(NRLPS) or Joint Secretary (Rural Skills)

Remuneration

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