

Mission Manager – Training (Staff)

Background and General Description:

The Government of India has launched The National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD). The Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase their household income through sustainable livelihood enhancements and improved access to financial and public services. The agenda is to mobilize the rural BPL households into self- managed, federated institutions and support them for livelihood collectives. In addition, the poor would be facilitated to achieve increased access to their rights, entitlements and public services, diversified risk and better social indicators of empowerment.

Further to these objectives, the Government of Maharashtra has constituted the Maharashtra State Rural Livelihoods Mission, registered under the Societies Act 1860. A State Mission Management Unit has been constituted as a dedicated support structure to deliver the mission in the State. The MSRLM aims to build a team of high quality professionals for providing technical assistance to the districts in various thematic areas such as human resource management, rural livelihoods, social inclusion, environment management, financial inclusion etc.

Persons recruited and performing successfully could expect to be associated with the mission on a long term basis. For administrative policy reasons, the contract of this position will be for 11 months and renewed further based on performance and requirement.

Posting:

The posting will be at State Mission Management Unit (SMMU) level – Belapur, Navi Mumbai

Reporting:

The person recruited will be functionally reporting to the State Mission Manager (HR)

Duties and Responsibilities:

Following are the indicative duties and responsibilities of **Mission Manager – Training (Staff)**

- Plan, develop, and provide training and staff development programs, using knowledge of the effectiveness of methods such as classroom training, demonstrations, on-the-job training, meetings, conferences, and workshops.
- Preparing a training calendar and budget.
- Evaluate instructor performance and the effectiveness of training programs, providing recommendations for improvement.
- Determining the training schedule, duration and eligibility criteria as well as partnership and networking with various stakeholders
- Design, plan, organize and direct orientation and training for employees and maintaining a training schedule database.
- Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers, instructors.
- Monitor training costs to ensure budget is not exceeded, and prepare budget reports to justify expenditures.

Minimum Qualification and Experience

PG degree or PG diploma (Two year) completed in MBA-HR or Master of Social Work (MSW) with specialization in HRM /Personnel Management / Labour Welfare from recognized university/Institute with total experience of 7 years. Minimum 4 years of relevant experience in the field of Training in Human Resource in Rural Development sector at Managerial Level. Knowledge of Marathi is desirable and MS Office is essential.

Desired Domain Knowledge and Experience

- Experience of conducting training and development programmes
- Experience of preparing training calendar and budget
- Knowledge of Training need assessment process
- Knowledge of different training modules

Desired Competency and Attributes

- Ability to recognise complexity, analyse and act – Proactive in identifying issues and bottlenecks with ability to think Out of Box for innovative solutions.
- Intensity, Integrity and Intelligence – Willingness to travel ‘extra mile’ in order to work for communities with the ability to translate knowledge into purposeful action
- Inclusive Approach – Sensitive to needs of vulnerable and marginalized communities and including them in the development process
- Team Player- Thrives working in a large team with the ability to demonstrate leadership skills wherever required.

Age limit:

- Open Market Candidate: Age of candidate should not more than 45 Years as on 1st Oct 2017.

Monthly CTC : Rs 60,000/-

How to apply:

Interested candidates can send their online application on www.jobs.msrlm.org or www.umed.in **Last date of online application submission is 25th October 2017.**

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