

Young Professional – Knowledge Management

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. The position is based in Navi Mumbai.

Job Description (Broad Activities):

Duties and Responsibilities

Following are the indicative Duties and responsibilities of Young Professional – Knowledge Management

- To develop an organisation-wide knowledge management strategy including systems for capturing, organising and developing information, knowledge and stories from staff, members, partners and the people we work with.
- To interrogate existing interconnected datasets and systems to identify and collate existing trends in the data we hold.
- To create and implement effective organisational tools for evaluating, assessing and communicating the impact of our work and the difference we make.
- Through training, coaching and support, to help Locality colleagues and members to embed best-practice approaches to information and knowledge management into all areas of their work.
- To develop systems and processes which help Locality staff to easily access and use data, learning, knowledge (internal and external) and evidence of impact to improve existing practice and to inform decision making, policy development, planning, organisational wide activities and membership work.
- To share good practice from staff, our membership and from elsewhere with colleagues and with members
- To handle social media and regular updating on it.

Education Qualifications: PG Degree in mass communication or journalism or Rural Management/Development Management or MBA in communication management from a reputed institution accredited and certified as an “A” or “A +” Grade institution by the NAAC in current academic year.

Posting:

The posting will be at State Mission Management Unit (SMMU) at Navi Mumbai.

Reporting:

The person recruited will be functionally reporting to the SMM KM, MSRLM or any other delegated authority.

Desired Competency and Attributes

- Passion and integrity – self-driven and passionate about poverty and equity issues along with high regard for integrity.
- Converting knowledge and experience into practice - Translates technical knowledge into practical applications and contributions to financial inclusion strategies;
- Ability to interact with multiple stakeholders: Interacts with various stakeholders at the policy and implementation level;
- Dialogue Skills - Anticipates needs and requests in the field and conducts independent discussions with representatives of the government, banks, CSOs and mission staff members;
- Integrative Skills - Understands relevant cross-sectoral areas how they are interrelated;
- Rural Policy, Strategy and Institutions - Understanding of financial inclusion policy, rural banking systems, micro finance sector, related strategies, institutions, and regulations;

Age limit:

- Age should not be more than 30 years as on 1st January 2017.

Monthly CTC : Rs 40,000/-

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.**