

RURAL DEVELOPEMT DEPARTMENT, UTTARAKHAND

Ref. No. 1168

Date 12.9.2024

Subject Specialist for 02 Position to be field on Contractual Basis.

Rural Development Department invites applications for the post of Subject Specialist in the Department on a contractual basis for one year. Eligible candidates can apply as per their expertise. Complete details about Qualification, Experience, ToRs, Application format, Remunerations, etc can be obtained from the website ukrdd.uk.gov.in/recruitment. The last date of application along with relevant documents is 25.09.2024. The application submission mode is entirely online through email dcprogramme303@gamil.com. Physical submission of application is not allowed.

Shortlisted applicants would be informed separately for interview through email. Commissioner Rural Development reserves the right to cancel the advertisement or abandon the process at any point of time, without assigning any reason thereof.

Commissioner Rural Development

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Position 1

Job Title: Development Management Specialist

Job Description: We are looking for a committed Development Management Specialist to spearhead rural development projects aimed at enhancing livelihoods, promoting skill development, and ensuring sustainable development in rural areas. The ideal candidate will possess extensive experience in project management, program development, and community-based rural development, working in close collaboration with government bodies, international development organizations (such as UNDP, World Bank, UNICEF), and NGOs.

Key Responsibilities:

- Lead the design, planning, and execution of rural development projects, focusing on economic growth, capacity building, and skill development in partnership with Central and State Governments, international development organizations, and local NGOs.
- Establish and nurture partnerships with government agencies, rural communities, multilateral organizations (e.g., World Bank, UNDP, UNICEF, FAO), and civil society organizations to ensure effective project implementation and long-term sustainability.
- Oversee the implementation of skill development programs and livelihood-enhancement initiatives in rural communities, ensuring alignment with national programs such as NRLM, MGNREGA, and DDU-GKY.
- Coordinate national, state, and district-level events, including workshops, seminars, and community outreach programs to promote rural initiatives and secure stakeholder engagement.
- Conduct field visits to rural communities to assess project progress, identify challenges, and ensure program goals are met.
- Collaborate with district and local authorities to ensure community engagement and program impact, gathering insights to tailor interventions based on local needs.
- Develop comprehensive reports, proposals, contracts, and other necessary documentation to support project activities and ensure transparency.
- Analyze data from rural development programs, evaluate project performance, and propose adjustments for continuous improvement.

Eligibility Criteria:

- **Educational Qualifications:** Graduation in Management, Rural Development, Development Studies, Public Administration, or related fields. Preference will be given to candidates with a master's degree.
- **Work Experience:** At least 5 years of experience in program management, program development, and analytics in development domains with Central or State Governments, Development Agencies, or reputed organizations. Experience in collaboration with government agencies, NGOs, or international development organizations (e.g., UNDP, World Bank, UNICEF, FAO) is a plus.

Key Skills:

- Proven experience in project management and development, particularly in managing large-scale development programs in rural settings.
- Strong understanding of rural economy dynamics, sustainable development principles, and community engagement strategies.
- Exceptional communication skills, both verbal and written, with the ability to engage diverse stakeholders.
- Proficiency in data analysis, reporting, presentations, and resource management.

Remuneration:

The monthly remuneration for this role is up to INR 1 lakh, based on the candidate's qualifications, experience, and demonstrated performance.

Contract Terms:

This position is contractual for an initial period of one year, extendable up to two years based on performance, project needs, and mutual agreement.

Position 2

Job Description

Job Title	Executive Officer – Strategy and Operations
Remuneration	INR 24 LPA
Reporting to	Secretary – Rural Development Department, Government of Uttarakhand
Qualification	<p>Bachelors in Engineering/Commerce/Economics/Science. Priority shall be given to candidates from top ranked undergraduate colleges (as per NIRF or global rankings) along with GPA.</p> <p>MBA (Strategy or related domains) from reputed colleges or universities. Priority shall be given to candidates from top ranked management colleges (as per NIRF 2024 and other global rankings) along with GPA.</p>
Experience	<p>Minimum 5 years of progressive experience in core organizational strategy development and driving implementation of strategic projects with reputed public and private organizations.</p> <p>Minimum 2 years of demonstrated experience of directly working with top organizational leadership in central strategy development and implementation.</p>
Roles and Responsibilities	<p>Strategic Planning and Development</p> <ul style="list-style-type: none">• Collaborate with senior leadership to define or refine the vision, mission goals of schemes and programs, ensuring they align with public needs.• Provide advice to leadership on key strategic decisions and organizational challenges.• Participate in the development of policies that address public needs, ensuring that they are evidence-based, sustainable, and aligned with the organization's strategic goals.• Ensure that strategic plans comply with relevant laws, regulations, and public sector standards, promoting transparency and accountability.• Advise on potential risks and mitigation strategies associated with new strategic interventions and activities.• Offer technical support on change management, including the introduction of new processes, systems, or cultures.• Provide input on budgeting processes and resource allocation to ensure alignment with strategic priorities. <p>Project Management</p> <ul style="list-style-type: none">• Assist the leadership in the planning and execution of strategic

	<p>initiatives, including tracking progress and ensuring deadlines are met.</p> <ul style="list-style-type: none"> • Coordinate cross-functional projects, programs and schemes, liaising with internal and external stakeholders as required. • Develop and Lead New Innovative Initiatives • Foster a culture of innovation within the organization, encouraging the development and implementation of new ideas and technologies. <p>Stakeholder Management</p> <ul style="list-style-type: none"> • Serve as the primary point of contact between the leadership and internal/external stakeholders, including inter departmental stakeholders, public and other organizations • Facilitate communication and coordination within the organization including secretariat, department, project teams, thereby ensuring alignment on priorities. • Handle confidential information with discretion and maintain a high level of professionalism in all interactions. • Identify and cultivate strategic partnerships that can drive growth, innovation, and competitive advantage for the organization. • Provide strategic advice during times of crisis, helping the organization navigate challenges and minimize negative impacts. • Offer guidance on maintaining and improving the organization's reputation during critical periods. <p>Performance Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Establish key performance indicators (KPIs) to measure the success of projects, schemes, programs etc. and ensure alignment with defined objectives. • Regularly review and report on the progress of ongoing interventions, identifying any deviations from the plan and recommending corrective actions. • Advise on areas for improvement within the organization and help implement best practices for efficiency and effectiveness. <p>Administrative Support</p> <ul style="list-style-type: none"> • Support in management of leadership's administrative work with due professional ethics and compliance standards. • Prepare and edit strategic plans, reports, presentations, and other documents as needed. <p>Any other strategic support requirement as per the leadership</p>
Contract Terms:	<p>This position is contractual for an initial period of one year, extendable up to two years based on performance, project needs, and mutual agreement</p>