

TERMS OF REFERENCE:
MISSION MANAGER – MIS (RURAL SKILLS)

Deendayal Antyodaya Yojana - National Rural Livelihoods Mission (DAY-NRLM) is a flagship poverty alleviation programme of Government of India. The mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase household income through sustainable livelihoods and improved access to financial and public services. To implement the mission, GoI was constituted National Rural Livelihood Promotion Society (NRLPS) to provide Technical Assistance to all states. A multidisciplinary professional team, has been constituted in NRLPS. This team consists of senior professionals, experienced consultants and young professionals.

Under DAY-NRLM, Rural Skills Division is implementing 2 (two) skilling n livelihood programs named Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) (erstwhile Aajeevika Skills Program) and Rural Self Employment Training Institutes (RSETI).

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 (SRLMs) as the state level nodal implementation support agencies and Project Implementation Agencies (PIAs) 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.

RSETI is a three-way partnership between the Ministry of Rural Development (MoRD), GoI, State Governments and Sponsor Banks. The Banks are mandated to open at least one RSETI in their lead district to provide training to rural youth to take up self-employment / entrepreneurship ventures. RSETI program runs with an approach of short-term training & long-term handholding of entrepreneurs. Rural poor youth between the age group of 18-45 years are eligible to join the training. The RSETIs have become established as pioneers in capturing the aspirations of the rural poor youth and turning them into profitable entrepreneurs by training them in the domain and entrepreneurial skills.

To address the above stated requirements, the Rural Skills Division is seeking services of an MIS expert well versed with the need, documentation, development and presentation of data & information in any government organisation / international organization / social intervention projects. Other details and requirements for this position are detailed as following.

ROLES AND RESPONSIBILITIES

Mission Manager - MIS (Rural Skills) shall be responsible for and to perform the following services:

- a. Institutionalize MIS collation by States, PIAs and CTSA's
- b. Systematize & Institutionalize Reporting, Analysis and Decision Support across the Eco-systems, including rating and grading of PIAs, States, CTSA's and program performance
- c. Review and provide functional and technical inputs for MIS development
- d. Establish Review schedules for quantitative, qualitative, process and thematic analyses
- e. Strengthen the quality and usage of MIS system of the Rural Skill Division
- f. Co-ordination with the external support vendors and internal IT teams for the systems development & implementation
- g. Makes recommendations in areas of expertise
- h. Prepares special studies and reports
- i. Identifies problems and propose solutions
- j. Demonstrates extremely strong influencing and facilitation skills
- k. Any other task assigned from time to time by management

QUALIFICATION AND EXPERIENCES

- a. First class M.Tech / MCA / MBA with some exposure to Statistics essential.
- b. Minimum of 10 years with at least 5 years' hands-on experience in the MIS development and implementation for Government / semi-Government / PSU organizations in India
- c. Hands-on experience in using at least one SPSS, RDBMS, etc.
- d. Should have working experience in programming, designing MIS for large government projects or organisations
- e. Experience in open source platforms, Data analytics and visualisation

SKILLS AND COMPITENCIES

- a. Self-driven, self-motivated with an entrepreneurial ability to drive the team & function
- b. Ability to work independently with lean resources
- c. Ability to network and co-opt collaboration from diverse stakeholders in government and private entities who are part of the DDU-GKY eco system
- d. Ability to work under pressure and tight deadlines
- e. Unimpeachable integrity and strong work ethics and personal commitment
- f. Strong written and oral communication skills
- g. High level of numeracy and high level proficiency in software applications
- h. Gender sensitivity
- i. Ability to understand and consistently apply organizational policies and procedures in work
- j. Willingness to travel.

Age: Below 50 Years as on 31st December, 2023.

SCHEDULE & LOCATION

The Mission Manager shall be appointed Full-Time (on contract) till 4th July 2024. The tenure is extendable on performance of the candidate and/or need of the programme. The role shall be based out Rural Skill Division office in Delhi and may be required to travel to other offices in States as and when required.

REPORTING

The Mission Manager shall report to:

Director / Deputy Secretary (Rural Skills)
Rural Skills Division, MoRD
7th Floor, NDCC-II Building, Jai Singh Road
New Delhi-110001

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

REMUNERATION

Remuneration for the role will be between Rs. 1,00,000/- to Rs. 1,71,034/- per month [Level L2] as per the qualification and experience plus travel related reimbursable expenses as per the NRLPS norms.

Please note the Professionals hired by DAY- National Rural Livelihood Mission would be through Human Resource Management Agency.

- i) Based on performance and requirement of NRLPS, the tenure of the position may further be extended.
- ii) Interested candidates, who are meeting the desired qualification and skillset, may please apply by sending filled application in the prescribed format along with an updated CV. The applications should be emailed to nrlm.advt@gmail.com .

The last date of submission of CVs along with filled application is 19th February, 2024 till 5.00 PM.

Application form
National Rural Livelihood Mission

Position Applied For: _____

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1. Name : _____
2. Father's Name: _____
3. Date Of Birth: _____
4. Permanent Address: _____
5. Address For Correspondence:

6. E-Mail : _____
7. Tel/Mobile No.: _____
8. Educational Qualification: Start from Highest Degree

Degree/Diploma Certificate	Year	College/Institute	Board/University/Institution	Subjects	Division/Marks

9. Experience:

S.No	Name Of Organization	Designation	Tenure in months	Responsibility/Assignment	Achievements
Total Experience in years					

10. Language

Language	Read	Write	Understand

11. Computer Proficiency:

12. Any Other Relevant Information that Applicant may like to add :

13. References :

Name	Address
	Tel No/Mobile: E-Mail Address:
	Tel No/Mobile: E-Mail Address:

Date:

Name:

Place:

Signature: