

ADVERTISEMENT

Indian Institute of Entrepreneurship (IIE), an organization under Ministry of Skill Development & Entrepreneurship, Govt. of India invites application for the following positions for a Livelihood Development Project of Tribal beneficiaries of Assam called Van Dhan Vikas Kendra (VDVK) under **Pradhan Mantri Van Dhan Yojana (PMVDY)** to be implemented by IIE on purely contractual basis.

The Position, Qualification & Experiences & pay structure are as follows:

Name of Post.	No of Post.	Salary	Role, Required Qualification and Experience.
VDVK Coordinator	14	Rs. 8000 to Rs.12000	<p>The VDKV Coordinator would provide essential support to a project, working with the IIE, Guwahati Head Office Project staffs to achieve the project success. The role would include coordinate with the VDKV Associate Agencies, SHG Leaders, SHG Members & IIE Head Office. The VDKV Coordinator have to develop positive relationship with Clients and other stake holders, managing & monitoring of VDKV activities, data collection, documentation & reporting.</p> <p>Core Experiences: At least 2-3 years' experience working in Social /Community development project, specially in livelihood development project. Having experience in carrying out activities such as formation of SGHs & its management, conduct capacity building training for SHGs, report writing, conduct survey & data collection etc.</p> <p>Key Skills: Communication and interpersonal skills, ability to proactively address potential issues and solve problems in field level, basic computer skills, collaborative working Style and team – player attitude, with organizational skills and ability to prioritize tasks, and having entrepreneurial zeal to work hard with extra miles and ready for extensive local tour.</p> <p>Qualification: Graduate Degree from recognize university preferably in Social Work / Rural Development & Social Science.</p> <p>Age: 22 - 30 Years</p> <p>Project locations: Kokrajhar, Chirang, Baksa, Dhemaji, Sanitpur, Cachar, Goalpara, Kamrup (R), Kamrup (M) Karbianglong, West Karbianglong, Barpeta, Udalguri of Assam.</p> <p>Note: Potential candidates having relevant experience in the desired field of activities as well as positive attitude, there will be relaxation for Qualification & Age. Candidates from the district /local area of VDKV projects will get the preference for selection.</p>

Mode of Selection:

Written Test & Personal Interview. Only shortlisted candidates will be immediately called for appearing interview through telephone, Email/WhatsApp/SMS.

Place of Interview:

Indian Institute of Entrepreneurship, Lalmati, Basistha Chariali, Guwahati-781029

Expenses of selection:

No TA/DA will be provided for attending interview.

Submission of Application:

The application has to send through post/ Courier (Hard copy) or email to the address given below with the following particulars.

- (i) The post applied for & preference district must be written in application & envelop.
- (ii) Detail Bio data/CV of the candidate. (must contain email ID & Mobile Number)
- (iii) Two passport size photographs
- (iv) Photo copies / Scan Copies of the certificates in support of various qualifications /experience mentioned in the Bio data/ CV.
- (v) Two reference under whom the candidate working before or known person.

The last date of application submission on or before 18th May, 2020

To
The Administrative Officer
Indian Institute of Entrepreneurship
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