

Human Resource Requirement in PMA, NRO, MoRD, New Delhi

Position	Salary	No. of Positions	Method of Recruitment	Education Qualification	Experience	Skills and Competencies Required	Roles and Responsibilities
Thematic (IEC & ICT)	Rs.1,00,000 /- per month	1	Direct on Contract Basis	Post Graduate in any discipline preferably in Social Sciences/ Education/ Computer Sciences/ Rural Development & Management	Minimum of 10 years with at least 5 years' experience in IEC&ICT in a major social sector organization/ large program	<ul style="list-style-type: none"> 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 	<p>Thematic Expert (IEC&ICT)) shall be responsible for and perform the following services:</p> <ul style="list-style-type: none"> a) Develop IEC strategies with regard to programme level communication and work plan b) Creation of campaign, communication and documentation system of DDU-GKY programme through various medium like – printed materials, hoardings, short video films in TV and You Tube, conferences, advertisements, etc. c) Identify component organizations to prepare IEC materials d) Monitor- follow up production & distribution of IEC materials

						<p>integrity and strong work ethics and personal commitment</p> <p>f) Strong written and oral communication skills</p> <p>g) Gender sensitivity</p> <p>h) Ability to understand and consistently apply organizational policies and procedures in work</p> <p>i) Willingness to travel.</p>	<p>across various beneficiaries</p> <p>e) Supervise IEC consultants as required and implementation of the components</p> <p>f) Arrange periodic processes & impact evaluation of communications activities</p> <p>g) Identify & document lessons learnt and good practice at all levels & disseminate appropriately</p> <p>h) Collaborate with the M & E team to collect and disseminate survey, assessment related information</p> <p>i) Aggregate IEC initiatives of various functions and prepare consolidated budget for IEC activities</p> <p>j) Establish and facilitate a working group with government stakeholders to discuss current problems and actionable solutions for both the short and the long-term</p> <p>k) Provide technical expertise to government stakeholders on</p>
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							<p>identifying the major bottlenecks in the implementation of technology in the DDU-GKY programme and facilitating in the process of identifying solutions</p> <p>l) Provide technical expertise on methods for aggregating, storing, reporting, and presenting information in a useful manner for analysis and decision making</p> <p>m) Assignment of responsibilities for storing various types of data and information and for reconciling and publishing the information</p> <p>n) Makes recommendations in areas of expertise</p> <p>o) Prepares special studies and reports</p> <p>p) Peoples' orientation and the ability to work with people</p> <p>q) Establish, build and sustain effective relationships, partnerships and alliances, advocate effectively and communicate sensitively</p>
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