

## 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 (Finance)	Rs.1,00,000 /- per month	1	Direct on Contract Basis	Post Graduate in Finance/Commerce/Economics preferably Masters in Business Administration (specialisation in Finance), CA, ICWA, etc.	<ul style="list-style-type: none"> <li>• Minimum of 6 years with at least 5 years' experience in finance &amp; accounts for Government/ semi-Government/ PSU organizations in India and should be familiar with norms, timelines, rules e.g. GFR rules, various directives of Ministry of Finance / GoI / State / MoRD</li> <li>• The candidates should have a Cost Account or Chartered</li> </ul>	<ul style="list-style-type: none"> <li>• Self-driven, self-motivated with an entrepreneurial ability to drive the team &amp; function</li> <li>• Ability to work independently with lean resources</li> <li>• Ability to network and co-opt collaboration from diverse stakeholders in government and private entities who are part of the DDU-GKY eco system</li> <li>• Ability to work under pressure and tight deadlines</li> <li>• Unimpeachable integrity and strong</li> </ul>	<ul style="list-style-type: none"> <li>• Thematic Expert (Finance) shall be responsible for and perform the following services:</li> <li>• Develop, implement and maintain accounting and administrative policies and procedures for a wide-ranging set of activities including financial accounting and reporting in accordance with NIRDPR norms and policies</li> <li>• Perform budget and cost planning, budget allocation, fund release, fund management and payment support and reconciliation</li> <li>• Provide support to the states as and when required with respect to program related financial requirements.</li> <li>• Perform financial consolidation at the centre, review with states and support state specific requirements</li> <li>• Manage, oversee, analyse current and</li> </ul>

					<p>Accountant or qualified from Indian Revenue Services</p> <ul style="list-style-type: none"> <li>The candidates should have at least 3 years' experience in budget planning, estimation, fund management, corporate finance, project finance</li> </ul>	<p>work ethics and personal commitment</p> <ul style="list-style-type: none"> <li>Strong written and oral communication skills</li> <li>High level of numeracy and high level proficiency in software application including some popular databases/ Ms-Office/ Data Analysis packages, etc.</li> <li>Gender sensitivity</li> <li>Ability to understand and consistently apply organizational policies and procedures in work</li> <li>Willingness to travel.</li> </ul>	<p>future financial &amp; accounting requirements</p> <ul style="list-style-type: none"> <li>Co-ordinate, audit, analyse and report the financial performance to the management</li> <li>Prepare short and long-term financial forecasts of financial performance for use with internal management and MoRD</li> <li>Makes recommendations in areas of expertise</li> <li>Prepares special studies and reports</li> <li>Peoples' orientation and the ability to work with people</li> <li>Establish, build and sustain effective relationships, partnerships and alliances, advocate effectively and communicate sensitively</li> <li>Identifies problems and propose solutions</li> <li>Demonstrates extremely strong influencing and facilitation skills</li> <li>Provide finance &amp; accounting support for DDU-GKY NMMU</li> <li>Any other task assigned from time to time by management</li> </ul>
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