

Bihar Vikas Mission

Bihar State Building Construction Corporation Campus,
Hospital Road, Rajvanshi Nagar,
Patna – 800 023

Invites applications for the following positions

Ref. No.: BVM/2015-16/HR 02

Dated: 23rd February, 2016

1. The Bihar Vikas Mission (BVM) is a new entity established by the Government of Bihar, under Society Registration Act, 1860, to continue its primary agenda of sustained development in the state of Bihar and to drive the effective planning and execution of various key Government development programs
2. Applications from eligible candidates are invited for the following positions.

S.No.	Post Title	Domain of Work	No. of Positions	Gen		BC		MBC		SC		ST		WBC
				G	W	G	W	G	W	G	W	G	W	
1	Management Associate	Programme Management	28	9	5	2	1	3	2	3	2	0	0	1
2	Programme Analyst	Business Analytics	15	5	3	1	1	2	1	1	1	0	0	0
3	Technical Associate	Data and Technology	15	5	3	1	1	2	1	1	1	0	0	0
4	Finance Associate	Costing and Finance	5	2	1	0	0	1	0	1	0	0	0	0
5	Research Associate	Qualitative and Quantitative Research	15	5	3	1	1	2	1	1	1	0	0	0
6	Communications Associate	Communications and Advocacy	10	3	2	1	0	1	1	1	1	0	0	0
7	Project Lead	Domain Specialist across 6 domains	12 (2 per domain)	4	2	1	1	1	1	1	1	0	0	0

G: = General entry which would mean the number of positions left after earmarking reserve positions for women in each category ; W: Reservation for Women

3. For detailed information and application form for the above positions, please visit www.csd.bih.nic.in / www.prdbihar.gov.in / tenders.bih.nic.in.
4. General Conditions
 - a. Maximum age limit for each position and reserved category candidates can be seen in detail on the above mentioned websites.
 - b. The recruitment will be done on contractual basis for a period of 11 months.
 - c. The Mission reserves the right to cancel any or all positions mentioned without assigning reasons.

- d. The application with the relevant documents can be submitted to Member Secretary, Bihar Vikas Mission-cum-Principal Secretary, Cabinet Secretariat, Old Secretariat, Patna, Bihar. Alternatively, by an email on tenders@biharvikasmission.org by 8th March, 2016.
- e. Only shortlisted candidates will be called for interview. Original educational certificates and other testimonials must be carried at the time of interview.
- f. No TA/DA will be given for attending the interview for any position.
- g. Application received in other than prescribed format or incomplete in any respect will be rejected.
- h. Name of the position must be mentioned in the subject line of the mail.
- i. The benefit of reservation will be admissible to only those applicants who are domiciled of Bihar

Member Secretary, Bihar Vikas Mission-cum-
Principal Secretary, Cabinet Secretariat, Govt. Of Bihar

Bihar Vikas Mission

Bihar State Building Construction Corporation Campus
Hospital Road, Rajvanshi Nagar,
Patna – 800 023

Vacancy Announcement

Date of Issue: 23th February, 2016

Closing Date 8th March, 2016

Organization: Bihar Vikas Mission (An entity of the Government of Bihar, registered under the Society Registration Act, 1860)

Positions:

S.No.	Post Title	Domain of Work	No. of Positions	Gen		BC		MBC		SC		ST		WBC
				G	W	G	W	G	W	G	W	G	W	
1	Management Associate	Programme Management	28	9	5	2	1	3	2	3	2	0	0	1
2	Programme Analyst	Business Analytics	15	5	3	1	1	2	1	1	1	0	0	0
3	Technical Associate	Data and Technology	15	5	3	1	1	2	1	1	1	0	0	0
4	Finance Associate	Costing and Finance	5	2	1	0	0	1	0	1	0	0	0	0
5	Research Associate	Qualitative and Quantitative Research	15	5	3	1	1	2	1	1	1	0	0	0
6	Communications Associate	Communications and Advocacy	10	3	2	1	0	1	1	1	1	0	0	0
7	Project Lead	Domain Specialist across 6 domains	12 (2 per domain)	4	2	1	1	1	1	1	1	0	0	0

G: General entry which would mean the number of positions left after earmarking reserve positions for women in each category; W: Reservation for Women

Supervisor: Member Secretary to the Mission/Mission Director/Advisor to the CM

Location: Patna, Bihar

Duration: 11 months (Renewable based on performance)

Type of Contract: Short - Service Contract**Bihar Vikas Mission - Organization Overview**

Bihar Vikas Mission is an entity established by the Government of Bihar, under Society Registration Act, 1860, to continue its primary agenda of sustained development in the state of Bihar and to drive the effective planning and execution of various key Government development programs. The following are objectives of the mission:

- To ensure implementation in mission mode, fixation of priorities and monitoring of achievements against targets of programs and other resolutions of 7 Nischay for developed Bihar within the Sushashan ke karyakram: Programs of Good Governance 2015-2020, Agriculture Road Map, Human Development Mission, Skill Development Mission, Infrastructure development and Industrial incentives.
- To ensure strengthening of institutional arrangement and to promote modern and better work culture for a faster and more effective implementation of schemes and programs.
- To provide assistance in strengthening of monitoring mechanism and methodology for government programs and encourage use of modern techniques in Data collection, analysis and flow.
- External ecosystem - To develop institutional arrangements and enter into agreements for availing the experiences and knowledge resource of educational community, private sector and civil society. To involve experts, thinkers, experienced professionals, youth and students for ensuring effective policy framing and compliance.
- As a facilitator, actively provide easy access and availability of technical-managerial knowledge, methods and resources to various levels of administration.
- To ensure simplification of processes and make aware innovative solutions and best practices for developing and establishing a fast track system for quick decision making. To provide customized solutions for difficult problems and issues.
- To help in providing solutions to policy issues cropping up during the implementation of programs and ensure their approval from appropriate authority. To ensure coordination and removal of difficulties among departments in implementation of programs. To encourage documentation and sharing of experiences of modern methods and better work mechanisms of problems resolution among departments.
- To establish effective public dialogue and receive public reactions and response. Document the progress and achievements and ensure their effective dissemination and propagation for public awareness and education.
- For raising additional resources, enter into partnership with local and global organizations, governments and financial institutions for capacity enhancement for various activities of the Mission.

Selection Criteria

There will be two – step evaluation:

Step 1: Curriculum Vitae (40% weightage), Claims Against Criteria (20% weightage) and a General Essay (20% weightage)

Curriculum Vitae (40% weightage)		
Criteria	Total Marks	Remarks
Educational Experience	40	Please mention all the institutions and scores – Class X, Class XII, Bachelors', Masters' or others
Professional Experience	50	Please mention all jobs held, time period, title and responsibilities
Extra-curricular Activities	10	Please mention all the work apart from education and professional experience including social work and other activities
Total	100	
Claims Against Criteria (20% Weightage)		
Maximum 1000 word write up in English language against the stated requirement of the job (both essential as well as desirable qualities)		
Total	100	Please define how the candidacy fits with the requirements stated above both as a part of technical skills and values and competencies required
General Essay (20% Weightage)		
Write a 750-word essay in English language on “How can professionals act as force multipliers of the existing government set up in India?”. The essay is to be submitted in a PDF format using the Times New Roman font with Font Size 12.		
Understanding of the topic	25	Understanding of stated objective and defining scope of research
Original thinking w.r.t topic	25	Extent of the original thinking relative to the subject of the essay
Effectiveness in presenting essay	25	Coherency of thought and writing
Literary style, grammar and spelling	25	Extent of maintaining grammatical and design hygiene
Total	100	

Step 2: In-person interview (20% weightage)

Criteria	Total Marks	Marks Awarded
Understanding of the job and suitability	20	
Technical Understanding	20	
Analytical Approach and Conceptual Thinking	15	
Leadership Quality and Team Engagement	15	
Ethics and Integrity	10	
Organizational Commitment and Flexibility	10	
Communication and Presentation skills	5	
Over-all job-fit	5	
Total	100	

Note: The final result will be a total of Curriculum Vitae (40%) + Claims Against Criteria (20%) + General Essay (20%) + In-person interview (20%)

Application Process

To apply, please submit relevant documents to **Member Secretary, Bihar Vikas Mission-cum-Principal Secretary, Cabinet Secretariat, Old Sachivalay, Patna, Bihar**. You could alternatively send an email on tenders@biharvikasmission.org

- Curriculum Vitae – 2 pages (with educational background and professional experience)
- Claims Against Criteria (maximum 1000 words – PDF format)
- General Essay (PDF format)
- Two References from previous employer(s) (Name, Profile, Contact Details - Phone, Email)
- Applicants wishing to avail the benefit of reservation will have to submit relevant certificate issued by a competent authority

Please Note:

- This is a full time position; candidate cannot hold other jobs (part time/ full time) during this assignment
- All selection will be based on merit; the decision of the Mission will be final
- Bihar Vikas Mission strives to have a workforce which reflects diversity and gender balance, and applies an equal opportunities approach
- The benefit of reservation will be admissible to only those applicants who are domiciled of Bihar

Position: Project Lead

No. of positions: 12 (2 per domain)

Domain of Work: Domain Specialist across 6 domains (Programme Management, Business Analytics, Data and Technology, Costing and Finance, Qualitative and Quantitative Research, Communications and Advocacy)

Qualification:

- *Essential*
 - **Educational:** Master's or Bachelor's degree from an institution of education in India recognized nationally and internationally in relevant fields - engineering, management, social sciences
 - **Professional:** Minimum 5 – 10 experience with a Master's Degree/ minimum 7 – 10 years' experience with a Bachelor's Degree preferably with a company or multilateral/bilateral organizations with national or international repute
 - Educational and professional experience at the higher end of the spectrum and possess an expertise in the domain so they can lead and guide the teams under them
- *Desirable*
 - Experience of working with Central and/or State Governments/ NGOs/ Civil Society on development projects will be preferred
 - Should have hands-on management skills and proven team leadership experience
 - Should have an experience in leading office or sub-offices as a part of the larger organization or entity
 - Should have outstanding written and oral communication skills
 - Experience in Programme Design, Programme Management and Programme Implementation will be preferred
 - Experience in working with large spreadsheets/data sets along with proficiency in Microsoft Office (Word, Excel, Power Point etc.) and that of handling of web based management systems will be preferred
 - Excellent oral and written skills in English and Hindi will be preferred

Age Limit:

Category	General		BC		OBC		SC		ST	
	G	W	G	W	G	W	G	W	G	W
Age Limit	40	43	43	43	43	43	45	45	45	45

G: General Entry; W: Reservation for Women

Duties and responsibilities:

- Define strategic goals and objectives to drive efficiency within various projects taken up by the Bihar Vikas Mission
- Monitor their team, plans and progress to produce accurate insights with regards to performance against key milestones and outcomes to facilitate better decision-making
- Coordinate activities of different verticals and identify opportunities to leverage cross-project strengths to take advantage of new opportunities
- Support, build and maintain strong relationships with key internal and external stakeholders; Lead, support and manage teams across the domain of expertise
- Facilitates preparation of materials for strategy reviews, learning sessions, briefings, and submissions for the government officials
- Other responsibilities:
 - *Stakeholder Management*
 - Support, build and maintain strong relationships with key external stakeholders including existing Bihar government officials, GoI officials and retired bureaucrats, corporates, think tanks, institutions, experts from various fields and others to ensure a sustained response to development issues
 - Manage stakeholders in the interest of the organization to drive positive project outcomes as and when necessary
 - Internal and External Communication
 - Carry out research on policy relevant topics and communicate strategic pieces that guide decisions on programme directions within the state
 - Tailor and present information to diverse audiences using a variety of communication delivery methods (e.g., written, electronic, oral, interpersonal)

Values and Competencies to be showcased by the candidate:

- Has the foresight to think ahead and visualize future scenarios, keeping multiple factors in mind including the internal and external environment
- Assembles ideas and observations into clear and useful explanations and communicates complex problems in a simple manner
- Promotes continuous learning and encourages imaginative thinking and game changing concepts
- Sets higher benchmarks to create a culture of high achievement and inspires individuals to consistently exceed performance targets
- Acts as a role model, nurtures the culture of commitment to the Mission and actively reinforces this across the mission
- Able to elicit commitment to the cause of the Mission from others (within and across own mission)

Service Fee:

- INR 1.25L per month + HRA allowance amounting INR 15000 per month + local transportation allowance of INR 10000 will be paid. In addition to the above candidate will have access to Group Medical Insurance facilities

Position: Management Associate**No. of positions:** 28**Domain of Work:** Programme Management**Qualification:**

- *Essential*
 - o **Educational:** Master's or Bachelor's degree from an institution of education in India recognized nationally and internationally in relevant fields - engineering, management or social sciences
 - o **Professional:** Minimum 2 – 5 experience with a Master's Degree/ minimum 3 – 7 years' experience with a Bachelor's Degree preferably with a company or multilateral/bilateral organizations with national or international repute
- *Desirable*
 - o Experience of working with Central and/or State Governments/ NGOs/ Civil Society on development projects will be preferred
 - o Should have hands-on management skills and proven team leadership experience
 - o Should have an experience in leading office or sub-offices as a part of the larger organization or entity
 - o Should have outstanding written and oral communication skills
 - o Experience in Programme Design, Programme Management and Programme Implementation will be preferred
 - o Experience in working with large spreadsheets/data sets along with proficiency in Microsoft Office (Word, Excel, Power Point etc.) and that of handling of web based management systems will be preferred
 - o Excellent oral and written skills in English and Hindi will be preferred

Age Limit:

Category	General		BC		OBC		SC		ST	
	G	W	G	W	G	W	G	W	G	W

Age Limit	35	38	38	38	38	38	40	40	40	40
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G: General Entry; W: Reservation for Women

Duties and responsibilities:

- Define the strategic implementation plan guided by the stated goals of the mission and sub - mission in consultation with stakeholders (external/internal)
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete implementation and achieve the set objective
- Define the objectives and measures upon which the implementation will be evaluated at its completion and set up processes in place to monitor them
- Develop and finalize Terms of Reference for consultants' / consultancy firms to be hired to undertake implementation activities
- Other responsibilities:
 - *Stakeholder Management*
 - Support, build and maintain strong relationships with key external stakeholders including existing Bihar government officials, GoI officials and retired bureaucrats, corporates, think tanks, institutions, experts from various fields and others to ensure a sustained response to development issues
 - Manage stakeholders in the interest of the organization to drive positive project outcomes as and when necessary
 - Internal and External Communication
 - Carry out research on policy relevant topics and communicate strategic pieces that guide decisions on programme directions within the state
 - Tailor and present information to diverse audiences using a variety of communication delivery methods (e.g., written, electronic, oral, interpersonal)

Values and Competencies to be showcased by the candidate:

- Has the foresight to think ahead and visualize future scenarios, keeping multiple factors in mind including the internal and external environment
- Assembles ideas and observations into clear and useful explanations and communicates complex problems in a simple manner
- Promotes continuous learning and encourages imaginative thinking and game changing concepts
- Sets higher benchmarks to create a culture of high achievement and inspires individuals to consistently exceed performance targets

- Acts as a role model, nurtures the culture of commitment to the Mission and actively reinforces this across the mission
- Able to elicit commitment to the cause of the Mission from others (within and across own mission)

Service Fee:

- INR 1L per month + HRA allowance amounting INR 15000 per month + local transportation allowance of INR 10000 will be paid. In addition to the above, candidate will have access to Group Medical Insurance facilities

Position: Programme Analyst

No. of positions: 15

Domain of Work: Business Analytics

Qualification:

- *Essential*
 - **Educational:** Master's or Bachelor's degree from an institution of education in India recognized nationally and internationally in relevant fields - engineering or statistics
 - **Professional:** Minimum 2 – 5 experience with a Master's Degree/ minimum 3 – 7 years' experience with a Bachelor's Degree preferably with a company or multilateral/bilateral organizations with national or international repute
- *Desirable*
 - Experience of working with Central and/or State Governments/ NGOs/ Civil Society on development projects will be preferred
 - Should have hands-on management skills and proven team leadership experience
 - Should have an experience in leading office or sub-offices as a part of the larger organization or entity
 - Should have outstanding written and oral communication skills
 - Experience in Programme Design, Programme Management and Programme Implementation will be preferred
 - Experience in working with large spreadsheets/data sets along with proficiency in Microsoft Office (Word, Excel, Power Point etc.) and that of handling of web based management systems will be preferred
 - Excellent oral and written skills in English and Hindi will be preferred

Age Limit:

Category	General		BC		OBC		SC		ST	
	G	W	G	W	G	W	G	W	G	W
Age Limit	35	38	38	38	38	38	40	40	40	40

G: General Entry; W: Reservation for Women

Duties and responsibilities:

- Improve quality of existing data by setting processes for better collection, analysis and improve the overall efficiency of the existing data systems
- Import, clean, transform, validate or model data with the purpose of understanding better or making conclusions to support the decision making processes
- Create reports on the basis of data analysis to derive quick analysis and define action plans and next steps; visualize data in the form of graphs, charts and dashboards
- Other responsibilities:
 - *Stakeholder Management*
 - Support, build and maintain strong relationships with key external stakeholders including existing Bihar government officials, GoI officials and retired bureaucrats, corporates, think tanks, institutions, experts from various fields and others to ensure a sustained response to development issues
 - Manage stakeholders in the interest of the organization to drive positive project outcomes as and when necessary
 - Internal and External Communication
 - Carry out research on policy relevant topics and communicate strategic pieces that guide decisions on programme directions within the state
 - Tailor and present information to diverse audiences using a variety of communication delivery methods (e.g., written, electronic, oral, interpersonal)

Values and Competencies to be showcased by the candidate:

- Has the foresight to think ahead and visualize future scenarios, keeping multiple factors in mind including the internal and external environment
- Assembles ideas and observations into clear and useful explanations and communicates complex problems in a simple manner
- Promotes continuous learning and encourages imaginative thinking and game changing concepts
- Sets higher benchmarks to create a culture of high achievement and inspires individuals to consistently exceed performance targets
- Acts as a role model, nurtures the culture of commitment to the Mission and actively reinforces this across the mission

- Able to elicit commitment to the cause of the Mission from others (within and across own mission)

Service Fee:

- INR 1L per month + HRA allowance amounting INR 15000 per month + local transportation allowance of INR 10000 will be paid. In addition to the above, candidate will have access to Group Medical Insurance facilities

Position: Technical Associate

No. of positions: 15

Domain of Work: Data and Technology

Qualification:

- *Essential*
 - o **Educational:** Master's or Bachelor's degree from an institution of education in India recognized nationally and internationally in relevant fields - engineering
 - o **Professional:** Minimum 2 – 5 experience with a Master's Degree/ minimum 3 – 7 years' experience with a Bachelor's Degree preferably with a company or multilateral/bilateral organizations with national or international repute
- *Desirable*
 - o Experience of working with Central and/or State Governments/ NGOs/ Civil Society on development projects will be preferred
 - o Should have hands-on management skills and proven team leadership experience
 - o Should have an experience in leading office or sub-offices as a part of the larger organization or entity
 - o Should have outstanding written and oral communication skills
 - o Experience in Programme Design, Programme Management and Programme Implementation will be preferred
 - o Experience in working with large spreadsheets/data sets along with proficiency in Microsoft Office (Word, Excel, Power Point etc.) and that of handling of web based management systems will be preferred
 - o Excellent oral and written skills in English and Hindi will be preferred

Age Limit:

Category	General	BC	OBC	SC	ST
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	G	W	G	W	G	W	G	W	G	W
Age Limit	35	38	38	38	38	38	40	40	40	40

G: General Entry; W: Reservation for Women

Duties and responsibilities:

- Use technology to make recommendations on improving the effectiveness, efficiency and delivery of services
- Design and maintain online and offline technology platforms on a sustained basis
- Develop software systems to achieve set goals, test for any potential glitches, prepare training manuals and maintain them
- Design a detailed MIS system to monitor progress across various tasks
- Other responsibilities:
 - *Stakeholder Management*
 - Support, build and maintain strong relationships with key external stakeholders including existing Bihar government officials, GoI officials and retired bureaucrats, corporates, think tanks, institutions, experts from various fields and others to ensure a sustained response to development issues
 - Manage stakeholders in the interest of the organization to drive positive project outcomes as and when necessary
 - *Internal and External Communication*
 - Carry out research on policy relevant topics and communicate strategic pieces that guide decisions on programme directions within the state
 - Tailor and present information to diverse audiences using a variety of communication delivery methods (e.g., written, electronic, oral, interpersonal)

Values and Competencies to be showcased by the candidate:

- Has the foresight to think ahead and visualize future scenarios, keeping multiple factors in mind including the internal and external environment
- Assembles ideas and observations into clear and useful explanations and communicates complex problems in a simple manner
- Promotes continuous learning and encourages imaginative thinking and game changing concepts
- Sets higher benchmarks to create a culture of high achievement and inspires individuals to consistently exceed performance targets
- Acts as a role model, nurtures the culture of commitment to the Mission and actively reinforces this across the mission

- Able to elicit commitment to the cause of the Mission from others (within and across own mission)

Service Fee:

- INR 1L per month + HRA allowance amounting INR 15000 per month + local transportation allowance of INR 10000 will be paid. In addition to the above, candidate will have access to Group Medical Insurance facilities

Position: Finance Associate

No. of positions: 5

Domain of Work: Costing and Finance

Qualification:

- *Essential*
 - o **Educational:** Master's or Bachelor's degree from an institution of education in India recognized nationally and internationally in relevant fields - CA/Management Degree in Finance
 - o **Professional:** Minimum 2 – 5 experience with a Master's Degree/ minimum 3 – 7 years' experience with a Bachelor's Degree preferably with a company or multilateral/bilateral organizations with national or international repute
- *Desirable*
 - o Experience of working with Central and/or State Governments/ NGOs/ Civil Society on development projects will be preferred
 - o Should have hands-on management skills and proven team leadership experience
 - o Should have an experience in leading office or sub-offices as a part of the larger organization or entity
 - o Should have outstanding written and oral communication skills
 - o Experience in Programme Design, Programme Management and Programme Implementation will be preferred
 - o Experience in working with large spreadsheets/data sets along with proficiency in Microsoft Office (Word, Excel, Power Point etc.) and that of handling of web based management systems will be preferred
 - o Excellent oral and written skills in English and Hindi will be preferred

Age Limit:

Category	General	OBC	BC	SC	ST
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	G	W	G	W	G	W	G	W	G	W
Age Limit	35	38	38	38	38	38	40	40	40	40

G: General Entry; W: Reservation for Women

Duties and responsibilities:

- Conduct budgetary planning exercises for various activities of the mission and ensure that all statutory compliances are met with
- Review financial data and create reports for easy decision making process
- Establish and manage accounting systems, set procedures for continuous tracking of anomalies and recommend remedial measures as and when necessary
- Other responsibilities:
 - *Stakeholder Management*
 - Support, build and maintain strong relationships with key external stakeholders including existing Bihar government officials, GoI officials and retired bureaucrats, corporates, think tanks, institutions, experts from various fields and others to ensure a sustained response to development issues
 - Manage stakeholders in the interest of the organization to drive positive project outcomes as and when necessary
 - Internal and External Communication
 - Carry out research on policy relevant topics and communicate strategic pieces that guide decisions on programme directions within the state
 - Tailor and present information to diverse audiences using a variety of communication delivery methods (e.g., written, electronic, oral, interpersonal)

Values and Competencies to be showcased by the candidate:

- Has the foresight to think ahead and visualize future scenarios, keeping multiple factors in mind including the internal and external environment
- Assembles ideas and observations into clear and useful explanations and communicates complex problems in a simple manner
- Promotes continuous learning and encourages imaginative thinking and game changing concepts
- Sets higher benchmarks to create a culture of high achievement and inspires individuals to consistently exceed performance targets
- Acts as a role model, nurtures the culture of commitment to the Mission and actively reinforces this across the mission
- Able to elicit commitment to the cause of the Mission from others (within and across own mission)

Service Fee:

- INR 1L per month + HRA allowance amounting INR 15000 per month + local transportation allowance of INR 10000 will be paid. In addition to the above, candidate will have access to Group Medical Insurance facilities

Position: Research Associate**No. of positions:** 15**Domain of Work:** Qualitative and Quantitative Research**Qualification:**

- *Essential*
 - o **Educational:** Master's or Bachelor's degree from an institution of education in India recognized nationally and internationally in relevant fields - management or social sciences
 - o **Professional:** Minimum 2 – 5 experience with a Master's Degree/ minimum 3 – 7 years' experience with a Bachelor's Degree preferably with a company or multilateral/bilateral organizations with national or international repute
- *Desirable*
 - o Experience of working with Central and/or State Governments/ NGOs/ Civil Society on development projects will be preferred
 - o Should have hands-on management skills and proven team leadership experience
 - o Should have an experience in leading office or sub-offices as a part of the larger organization or entity
 - o Should have outstanding written and oral communication skills
 - o Experience in Programme Design, Programme Management and Programme Implementation will be preferred
 - o Experience in working with large spreadsheets/data sets along with proficiency in Microsoft Office (Word, Excel, Power Point etc.) and that of handling of web based management systems will be preferred
 - o Excellent oral and written skills in English and Hindi will be preferred

Age Limit:

Category	General		BC		OBC		SC		ST	
	G	W	G	W	G	W	G	W	G	W

Age Limit	35	38	38	38	38	38	40	40	40	40
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G: General Entry; W: Reservation for Women

Duties and responsibilities:

- Collect, collate and critically analyse data and information (secondary and primary) to develop appropriate conclusions
- Develop research based policy relevant recommendations and develop an expertise on new policy developments in key research areas
- Developing effective implementation models to assist last mile delivery for key projects and priorities of the government
- Document and write up the result of projects, research activities, and events for the purpose of dissemination and publication
- Other responsibilities:
 - *Stakeholder Management*
 - Support, build and maintain strong relationships with key external stakeholders including existing Bihar government officials, GoI officials and retired bureaucrats, corporates, think tanks, institutions, experts from various fields and others to ensure a sustained response to development issues
 - Manage stakeholders in the interest of the organization to drive positive project outcomes as and when necessary
 - Internal and External Communication
 - Carry out research on policy relevant topics and communicate strategic pieces that guide decisions on programme directions within the state
 - Tailor and present information to diverse audiences using a variety of communication delivery methods (e.g., written, electronic, oral, interpersonal)

Values and Competencies to be showcased by the candidate:

- Has the foresight to think ahead and visualize future scenarios, keeping multiple factors in mind including the internal and external environment
- Assembles ideas and observations into clear and useful explanations and communicates complex problems in a simple manner
- Promotes continuous learning and encourages imaginative thinking and game changing concepts
- Sets higher benchmarks to create a culture of high achievement and inspires individuals to consistently exceed performance targets
- Acts as a role model, nurtures the culture of commitment to the Mission and actively reinforces this across the mission

- Able to elicit commitment to the cause of the Mission from others (within and across own mission)

Service Fee:

- INR 1L per month + HRA allowance amounting INR 15000 per month + local transportation allowance of INR 10000 will be paid. In addition to the above, candidate will have access to Group Medical Insurance facilities

Position: Communications Associate

No. of positions: 10

Domain of Work: Communications and Advocacy

Qualification:

- *Essential*
 - o **Educational:** Master's or Bachelor's degree from an institution of education in India recognized nationally and internationally in relevant fields - Journalism, Mass Communications or Media Management
 - o **Professional:** Minimum 2 – 5 experience with a Master's Degree/ minimum 3 – 7 years' experience with a Bachelor's Degree preferably with a company or multilateral/bilateral organizations with national or international repute
- *Desirable*
 - o Experience of working with Central and/or State Governments/ NGOs/ Civil Society on development projects will be preferred
 - o Should have hands-on management skills and proven team leadership experience
 - o Should have an experience in leading office or sub-offices as a part of the larger organization or entity
 - o Should have outstanding written and oral communication skills
 - o Experience in Programme Design, Programme Management and Programme Implementation will be preferred
 - o Experience in working with large spreadsheets/data sets along with proficiency in Microsoft Office (Word, Excel, Power Point etc.) and that of handling of web based management systems will be preferred
 - o Excellent oral and written skills in English and Hindi will be preferred

Age Limit:

Category	General	BC	OBC	SC	ST
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	G	W	G	W	G	W	G	W	G	W
Age Limit	35	38	38	38	38	38	40	40	40	40

G: General Entry; W: Reservation for Women

Duties and responsibilities:

- Building and manage relationships with the global press and key national and local media and other new age media channels
- Seek opportunities, manage press releases and ensure they get traction
- Identify third parties in external communications projects and lead/coordinate the activities of internal and external participants
- Leverage Social Media platforms to build a strong brand following, manage conversations and ensure positive sentiment across the internet
- Develop and manage marketing content across all our public facing platforms, including blogs, websites, collaterals, video presentations and event messaging etc
- Other responsibilities:
 - *Stakeholder Management*
 - Support, build and maintain strong relationships with key external stakeholders including existing Bihar government officials, GoI officials and retired bureaucrats, corporates, think tanks, institutions, experts from various fields and others to ensure a sustained response to development issues
 - Manage stakeholders in the interest of the organization to drive positive project outcomes as and when necessary
 - *Internal and External Communication*
 - Carry out research on policy relevant topics and communicate strategic pieces that guide decisions on programme directions within the state
 - Tailor and present information to diverse audiences using a variety of communication delivery methods (e.g., written, electronic, oral, interpersonal)

Values and Competencies to be showcased by the candidate:

- Has the foresight to think ahead and visualize future scenarios, keeping multiple factors in mind including the internal and external environment
- Assembles ideas and observations into clear and useful explanations and communicates complex problems in a simple manner
- Promotes continuous learning and encourages imaginative thinking and game changing concepts
- Sets higher benchmarks to create a culture of high achievement and inspires individuals to consistently exceed performance targets

- Acts as a role model, nurtures the culture of commitment to the Mission and actively reinforces this across the mission
- Able to elicit commitment to the cause of the Mission from others (within and across own mission)

Service Fee:

- INR 1L per month + HRA allowance amounting INR 15000 per month + local transportation allowance of INR 10000 will be paid. In addition to the above, candidate will have access to Group Medical Insurance facilities