

**Nodal Officer, Rajiv Gandhi Panchayat Sashaktikaran
Abhiyan (RGPSA) Kerala, Office of the Director of Panchayat,
Public Office, Thiruvananthapuram**

J1-716/2013

Date: 20.05.2014.

Notification

Programme Management Unit has to be set up in State and District level as part of Rajiv Gandhi Panchayat Sashaktikaran Abhiyan (RGPSA), Ministry of Panchayati Raj, Government of India. Applications are invited for the post of Team Leader, Specialists, Computer Programmer, Clerical Assistant cum Accountant, Office Assistant.

I. Team Leader

Number of posts : One

Essential Qualification

Post Graduate qualification in Sociology/Political Science/Economics/Public Administration/Social Work or MBA. The Team Leader needs to have demonstrable experience in the following areas:

- Minimum ten years of experience in Social Development Sector
- Knowledge of the planning process in local governments.

Required competencies, Skill and Experience

The main task for Team leader is to strengthen the planning and developmental activities of the local governments. He/She should have the capacity to programme management with specific reference to Panchayat Administration, Financial management, office management, capacity building and public works management. The Team Leader should have the following competency:

- Good knowledge in Panchayat Administration and related aspects of local governments.
- Demonstrated capacity for project management, organization, management with excellent reporting and coordination skills.
- Ability to lead a diverse and inter-sectoral professionals.
- Good leadership, technical competence and professional skills for timely implementation, coordination and management of activities
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders;

- Good interpersonal and communication skills
- Good reporting skills in English & Malayalam
- Good computer skills.

Other Terms and Conditions

The appointment is on contract basis for a period of one year with a consolidated pay of Rs 70,000 pm. The contract will be renewed every year, if necessary based on performance reviews. Age limit is below 50.

II. Specialist (MIS)

Number of Posts : 15

Essential Qualification

- The Specialist will be professionally qualified with post graduate qualification in Computer Science/Statistics/Economics/ MBA (Systems) or MCA.
- Five years experience in database management, development of MIS, and M&E.
- Advanced Computer skills especially in the use of the advanced statistical analysis tools.
- Good written and oral communication skills in English & Malayalam.

Required competencies, Skills and Experience

The main assignment for Specialist (MIS) is to strengthen the M&E System of Panchayats and Panchayat Directorate to improve the internal monitoring systems and thereby improve the capacity of local bodies. The M&E Specialist will monitor inputs and outputs, evaluate outcomes and use these information for changes in policies, programmes, etc. The Specialist should have the following competency:

- Sound knowledge in information and technology essential for information management and local governments.
- Good and demonstrated knowledge in research, reporting and coordination skills.
- Good technical competence and professional skills in designing software applications necessary for planning and monitoring of activities
- Effectively communicate internally and externally.
- Work effectively with a range of government agencies, development partners
- Ability to prioritize and manage time efficiently, results oriented and focused in tasks.

Other Terms and Conditions

The appointment is on contract basis for a period of one year with a consolidated pay of Rs 50,000 pm. The contract will be renewed every year,

if necessary based on performance reviews. The candidates should be willing to work in any part of Kerala. Age limit is below 45.

III Specialist (Financial Management)

Number of Posts : One

Essential Qualification

- Post Graduate Degree in Commerce or MBA (Finance)
- Minimum five years of experience in Financial management.
- Knowledge of the planning process in local governments.
- Good reporting skills in English & Malayalam.
- Good computer skills.

Required competencies, Skills and Experience

The main task for this Specialist is to strengthen the Financial Management aspects of the local governments. He/She should address the capacity development needs of Local governments in the area of Local Finance. The Specialist should have the following competency:

- Good knowledge in Financial Management and related aspects of local governments.
- Good leadership, technical competence and professional skills in Local Finance.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Good interpersonal and communication skills, resourcefulness, initiative, tact and ability to cope with any situation.

Other Terms and Conditions

The appointment is on contract basis for a period of one year with a consolidated pay of Rs 50,000 pm. The contract will be renewed every year, if necessary based on performance reviews. The age limit is below 45.

IV Specialist (Public Works)

Number of Posts : 1

Essential Qualification

- Post Graduate Degree in Civil Engineering
- Minimum five years of field experience in public works management
- Knowledge of the planning process in local governments
- Good reporting skills in English & Malayalam.
- Good computer skills.

Required competencies, Skills and Experience

The main task for this Specialist is to strengthen the planning and developmental activities of the local governments in the area of public works and related activities. He/She should address the capacity development needs of Local governments in the area of public works. The Specialist should have the following competency:

- Minimum three years experience in designing and implementing public works relating to local governments;
- Good knowledge in Public works and related aspects of local governments;
- Good and demonstrated capacity for Managing the public works with excellent reporting and coordination skills;
- Good leadership, technical competence and professional skills in public works.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders;
- Good interpersonal and communication skills, resourcefulness, initiative, tact and ability to cope with any situation;

Other Terms and Conditions :

The appointment is on contract basis for a period of one year with a consolidated pay of Rs.50,000/-pm. The contract will be renewed every year, if necessary based on performance reviews. The candidate should be willing to work in any part of Kerala. Age limit is below 45.

V Computer Programmer

Number of Posts : One

Essential Qualification

B.Tech in Computer Science/Information Technology from a recognised university after undergoing regular course of study.

OR

M.Sc. in Computer Science from a recognised university after undergoing regular course of study.

OR

First or Second class Master's Degree in Mathematics/Physics/Chemistry /Statistics from a recognised university after undergoing regular course of study, with 'A' level certificate from DOE/PGDCA recognised by Government or university.

OR

Master of Computer Application (MCA) Degree from a recognised university after undergoing a regular course of study.

OR

- First or Second class Bachelor's Degree in any branch of Engineering from a recognised University after undergoing regular course of study, with 'A' level certificate from DOE/PGDCA recognised by Government or university.
- Minimum three years experience as computer programmer in social development/Local governance sector.

Required competencies, Skills and Experience

Knowledge and ability to use computer and related technology efficiently, with a range of skills covering levels from elementary use to programming and advanced problem solving

Other Terms and Conditions

The appointment is on contract basis for a period of one year with a consolidated pay of Rs 30,000 pm. The contract will be renewed every year, if necessary based on performance reviews. The age limit is below 40.

VI. Clerical Assistant cum Accountant

Number of Posts : 15

Essential Qualification

B.Com degree awarded by a recognized University or equivalent qualification.

Required competencies, Skills and Experience

- Good knowledge in Clerical work
- Good knowledge in Computer
- Knowledge in Financial Management Softwares

Other Terms and Conditions

The candidate should be willing to work in any part of Kerala. The appointment is on contract basis for a period of one year with a consolidated pay of Rs 17,000 pm. The contract will be renewed every year, if necessary based on performance reviews. Age limit is below 35.

VII Office Assistant

Number of Posts - One

Essential Qualification

- SSLC or equivalent qualification

Required competencies, Skills and Experience

Knowledge in Office works

Other Terms and Conditions

The appointment is on contract basis for a period of one year with consolidated pay of Rs.12,000/- pm . The contract will be renewed every year, if necessary based on performance reviews. Age limit is below 35.

How to Apply

Application along with detailed curriculum vitae may be sent by Registered Post to Director of Panchayats (Nodal Officer, RGPSA) Directorate of Panchayats, Public Office Building, Opp. Museum Compound, Vikas Bhavan (P.O), Thiruvananthapuram – 695 033 along with self attested copies of all supporting documents / testimonials before 3.00 P.M on 6th June 2014. Superscribe Application for the post of “.....” under RGPSA Scheme on the envelope. Short listed candidates only will be invited for test / interview.

(Sd/-)
Director of Panchayats
(Nodal Officer, RGPSA)