



Position: State Resource Associates (1 position)- Mahatma Gandhi National Fellowship (MGNF)

Summary

Indian Institute of Management Ahmedabad (IIMA) invites applications for the position of State Resource Associates to assist the faculty in the execution of the Mahatma Gandhi National Fellowship (MGNF) programme. MGNF is a Certificate programme in Public Policy and Management (CPPM) offered by IIMA, in partnership with the Indian Ministry of Skill Development and Entrepreneurship (MSDE). The MGNF seeks to strengthen local institutions and schemes in helping achieve their potential in local skill development programmes. The candidate will be a contractual employee of IIMA and will be expected to be based out of the state capital of Manipur (Imphal) where IIMA will be offering the programme. **In this regard, the candidate is expected to be able to communicate in the local language of the state of Manipur.** The successful candidate is expected to join a team of IIMA faculty and practitioners in documentation, planning, and assisting with monitoring and evaluation of the MGNF programme.

Major Roles and Responsibilities

The State Resource Associates will be responsible for:

- Organizing and providing field related support to the Fellows across the districts.
- Providing all the necessary administrative support to the MGNF programme in coordination with the Programme Manager and Faculty Chairs.
- Planning meetings and assistance in providing logistical support to various events held as a part of the MGNF programme
- Writing and reviewing documents and research materials in coordination with the Programme Manager.
- Documenting field level experience and learning by the fellowship participants.
- Coordinating with the officials of the state and district administration to provide support to the fellows.

Key Attributes required for successful candidates

- Self-motivated individuals with strong interpersonal skills.
- Good written and spoken communication skills.
- Demonstrated experience working on policy and programmatic issues with multiple stakeholders including national, local governments and civil society organizations including community organizations.
- Willingness to travel

Educational Qualification and Experience

- Master's in Social Sciences/ Statistics/ Development Studies/Rural Technology/ Communication/Journalism or related fields with a minimum of 2 years of experience in the development sector. Skills in IT, action research, training and data analysis are preferred.
- Familiarity and ability to use MS Office, and statistical software (R/Stata) is desirable.

Other Information

- Number of positions: 01 (Manipur- Imphal)
- Period of engagement: The MGNF contract is for a period of two years. RA contracts will be for up-to a year with possibility for extension, subject to mutual interest, funding availability and performance reviews.

Compensation:

Compensation will be commensurate with qualification and experience.

Reporting Relationships:

State Resource Associates will report to the Programme Manager and Faculty Chairs of the educational programmes.

Last Date to apply: **17th September, 2021.**

Candidates meeting all the job requirements and desirous of being considered may apply online.

[Click here to Apply](#)