



Institute of Rural Management Anand (IRMA)

The Institute of Rural Management Anand (IRMA) is a premier, national-level Institute for Postgraduate, Doctoral, and Mid-career/in-service education, training, research, and consulting in rural management. Founded in 1979, IRMA's mission is to promote all-around sustainable rural development through professional management.

Program Manager at IRMA

Applications are invited for two (02) positions of Program Manager for the National Skill Development Corporation (NSDC), Government of India, funded project "**Capacity Building of JSS**" coordinated by Prof. Abhinav Rajverma. The capacity building program is aimed to assess the training needs of the Jan Shikshan Sansthan (JSS) staff and assisting in conducting workshops for the JSS staff at multiple locations in India. For JSS, refer to <https://jss.gov.in/> for details.

Job Profile

The responsibilities of the Program Manager will include the following:

- A. Be stationed at Anand, Gujarat, and be a part of the team undertaking the project.
- B. Effectively communicate with team members, trainees, and other stakeholders.
- C. Assist in developing training modules.
- D. Assist in organising and conducting the workshops.
- E. Write reports and other communications as needed from time to time.
- F. Assist in other work related to the project.

Essential Qualification

We are looking for people with the ability to work in non-hierarchical teams, a high sense of ownership, willingness to travel, good oral and written communication and who can work independently under tight deadlines.

- A. Master's degree or equivalent, preferably in HRM Resource Management, from a recognised university/institute.
- B. Proficiency in oral and written English and Hindi.
- C. Proficiency in handling MS office.
- D. Excellent command over oral and written English and Hindi language
- E. Experience in report writing and documentation.

Tenure and Remuneration

The appointment will be on a purely contractual basis with the consolidated payment for ***06 months*** initially and likely to be extended based on the performance up to the duration of the project. Candidates shall be considered with a consolidated remuneration based on experience and qualification (indicative range Rs 35,000/- to 50,000/- per month). The general terms and conditions of employment at IRMA will be applicable.

Application process

Interested candidates may apply online at <https://www.irma.ac.in/careers/careers.php> by March 31, 2023. Please ensure that your application contains a detailed curriculum vitae and a brief Statement of Purpose (maximum 300 words) on why you are best suited for the position and how you could contribute.

Mere fulfilling the minimum qualifications and experience prescribed will not make a candidate eligible to be called for an interview. Only short-listed candidates will be called for an interview. No correspondence/interim inquiries/telephone inquiries in the matter will be entertained.

The Director, IRMA reserves the right to make relaxations in the prescribed qualifications/experience if found suitable.