

Hiring Senior Project Assistant

NABFOUNDATION is seeking to hire a suitable candidate for the post of “**Senior Project Assistant**” on contract basis.

NABFOUNDATION, a Subsidiary of NABARD is registered as a Section 8 company, fully owned by the National Bank for Agriculture and Rural Development (NABARD), India's apex level institution in the field of rural development. The Foundation has been set up to design and execute development projects across the country either on its own or in association with other stakeholders like civil society organizations, start-ups and CSR units of public and private sector corporates.

1. Job Profile

The primary duties and responsibilities of Senior Project Assistant shall be as follows:

- Drafting detailed project reports.
- Field level monitoring, coordination and documentation of projects
- Networking with external stakeholders and introducing best practices of development sector into NABFOUNDATION
- Ensuring Section 8 and CSR related compliances, policies and regulations are met with partners/ stakeholders.

2. Eligibility Criteria

a) Educational Qualifications:

A Bachelors OR Masters in Social Work (MSW)/MA in Development Studies/Rural Development.

b) Experience and knowledge requirements:

- I. Clear and proven expertise in drafting detailed project reports
- II. Atleast 5 years of relevant and proven field level experience in the social sector comprising rural livelihoods, farm marketing, capacity building of rural communities, rural health, climate proofing of Indian agriculture, skilling etc.
- III. Candidates should have worked in reputed NGOs/ civil society organizations/ Start-Ups or any other type of organizations in the development sector.
- IV. Project budgeting, monitoring mechanism of projects and programs, selection of NGOs for partnership after due diligence.
- V. A clear understanding of management and compliance aspects of Section 8 Companies.
- VI. Ability to generate project related and project specific MIS reports.

c. Age

Candidate should have a minimum age of 30 years and maximum of 40 years as on date of advertisement.

3. Other Criteria

- I. Excellent written and oral communication skills in Hindi and English.
- II. Proficiency in using tools such as MS Office (specifically in Excel) and other computer related functions for day-to-day functioning.
- III. Strong writing skills with ability to develop content relating to success stories for all kinds of written and social media.

4. Place of Posting

- I. The place of posting will be **Mumbai**;
- II. The position involves travel and the candidates must be willing to travel at short notice across the country

5. Remuneration

Candidate will be paid a consolidated remuneration of **Rs. 70,000-80,000** per month (all inclusive) depending upon experience. The amount will be inclusive of all statutory deductions that NABFOUNDATION may be required to make on behalf of the contracted staff. Remuneration will be released after making statutory deductions. There will be a provision of annual hike of up to maximum 10% subject to outstanding performance.

6. Contract Period

- I. The Senior Project Assistant will be appointed on contract basis initially for a period of **THREE years** which may be extended by **TWO Years** (One year at a time) subject to outstanding performance;
- II. The appointment shall be subject to review of performance on a half yearly basis. The Company may terminate the contract of service in case the performance is found to be unsatisfactory during the period of Contract on the basis of a half yearly review;
- III. Termination of Contract will be by giving TWO Month Notice by either party or payment by the candidate in lieu of notice period of TWO Months.

7. How to Apply

- I. Interested candidates may send their CV along with application to **careers@nabfoundation.in**
- II. Last date for receipt of applications: **10th July 2022.**
- III. Shortlisted candidates will have to appear for a written examination which may be held in NABFOUNDATION's office in Mumbai or may be conducted online.

ANNEXURE FORMAT FOR APPLICATION

FULL NAME	
ADDRESS	
GENDER	
DATE OF BIRTH	
CONTACT NO.	
EMAIL ID	
EDUCATIONAL QUALIFICATION	
EXPERIENCE	
CURRENT/ LAST PAY DRAWN	
NOTICE PERIOD	

UNDERTAKING:

- I certify that all of the information provided by me in this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.
- In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option.
- I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company.

Signature:

Place:

Date: