

**OFFICE OF THE CHIEF EXECUTIVE OFFICER
MIZORAM STATE RURAL LIVELIHOODS MISSION
RURAL DEVELOPMENT DEPARTMENT
AIZAWL, MIZORAM**

**Recruitment 2024
Details of Vacant Posts**

Name of Post: Chief Operating Officer - Skills (COO - Skills).

No. of Vacancy: 1 (One)

Job Description: The Chief Operating Officer - Skills (COO - Skills) will work under the guidance and supervision of the Chief Executive Officer (CEO), MzSRLM. The COO – Skills will work towards attainment of the results envisaged by the State Mission to the required standards of quality and within the constraints of time and cost.

For this, applicant will

- Lead the multidisciplinary team of professionals under DDU-GKY Scheme.
- Represent DDU-GKY, MzSRLM for strategic partnership, liaison, interface, review and knowledge/information sharing with different stakeholders.
- Take lead in planning, budgeting and developing implementation strategies of all activities of DDU-GKY Scheme.
- Review and monitor of DDU-GKY Scheme under MzSRLM.
- Undertake any task assigned by the Chief Executive Officer.

Under the guidance and supervision of the Chief Executive Officer, the Chief Operating Officer - Skills will have the responsibility for the following tasks:

- Timely and effective implementation of DDU GKY and State Skill Program in Mizoram as per agreed SOP.
- Developing effective implementation strategies of programme, suiting to its objective and achieving the annual and other periodic targets.
- Developing effective monitoring and MIS architecture of the programme and ensuring professional review & monitoring of programme based on key result parameters and following the agreed SOP.
- Developing need based Capacity Building strategies and ensuring effective implementation of related programmes /events for various stake holders, primarily for those involved in skilling of trainees.
- Developing standard protocol to work smoothly and effectively with Central Technical Support Agency / Technical Support Agency and Project Implementing Agencies.
- Regularly mapping opportunities for effective partnership and network with external service provider agencies and mobilise their support / services through formal arrangements for effective implementation of DDU-GKY.
- Developing overall Financial Management Framework of the DDU-GKY and related programme and ensure its implementation.
- Developing and nurture need based partnership with Corporate, Academic, Training Institutions and Civil Society Organization.
- Nurturing innovation and best ideas of activities under the programme ensuring best working relationship with existing programmes of Community & Rural Development.
- Team Management of DDU-GKY and nurturing them to deliver their best within a stipulated time frame.

Minimum qualification: A master's degree or equivalent in any degree from reputed national or international Institutions.

Minimum Required Experience:

- Ten years of experience or more in any reputed organization / government programme. Candidates should be working with an SRLM or NRLM, NRO, or a reputed organisation dealing with Skill Development of youths or related field at least 5 years in a senior management/leadership position.

- First hand understanding of programmes in rural development and poverty alleviation for at least 5 years.
- Have an experience working with Project Implementing Agencies implementing Skills Development programme for at least 5 years.
- Have experience working outside of Mizoram with a reputed Firm / Organization.
- Have a good track record on work performance and certification from current employer.
- Diploma in Computer Application from reputed institution.
- Working knowledge of Mizo and English.

Age Limit: Between 35-45 years as on 1st August, 2024.

Posting: State Mission Management Unit.

Salary: Rs. 85,000 /- p.m. with annual increment.

Selection Process: The recruitment process involves a 4-tier selection process. The first step of recruitment involves screening of all application. Second, short-listed candidate after screening will be called for Written Examination. Third, Candidate who scored minimum eligibility mark (to be set by recruitment panel) in the written test will be called for Focus Group Discussion (FGD). Fourth, Candidate selected through the FGD candidate will be called for personal Interview.

Marks scored in Written Examination, Group Discussion, Personal Interview will not be aggregated and are meant only as elimination so as to identify meritorious candidates. MzSRLM reserves the right to change or cancel the recruitment process without assigning any reasons. No correspondence will be entertained on the process of recruitment.

Engagement: Selected candidate will undergo 3 months observatory period and will be offered a contract of 1 year during which he/she is liable for de-selection based on performance. After completion of one year, extension of contract will be based on performance. Though the initial appointment will be at specified location, the jobs are transferable anywhere within the State.

Note: All applicants are advised to thorough go through the instruction note attached with the application form.