



PAN/26864/2018-J4(DP)

Office of the Director of Panchayats
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NOTIFICATION

The Nodal officer, Rashtritya Grama Swaraj Abhiyan, Kerala (Director of Panchayats) invites applications from qualified and competent candidates to the various posts in State and District Programme Management Unit of Rashtritya Grama Swaraj Abhiyan (RGSA) Scheme.

State Programme Management Unit & State e-governance Resource Group

1. Project Manager

Number of Posts – 1

Essential qualification

MBA / MA in Public Administration/Rural Management in regular stream

10 years' experience in the implementation and management of developmental projects in Government/ Local government sector

Experience in financial management systems. IT based analytical skill is essential

Required competencies and skills

The main task for Project Manager is to support the Nodal Officer for smooth implementation of RGSA projects. He/She should have the capacity to manage projects, taking care of Financial/Administrative/ Legal aspects. The team leader should have the following competency.

- Good knowledge in developmental administration and various functions related to local self governments.
- Ability to coordinate district project managers and reporting of project progress to higher officers.
- Good leadership, technical competence and professional skill for timely implementation, coordination and management of activities.
- Good interpersonal and communication skills

- Good reporting skills in English and Malayalam

Other terms and conditions

The appointment is on contract basis for a period of one year with a consolidated pay of Rs. **43,155/-** pm. The contract will be renewed every year, if necessary based on performance reviews.

Age Below 45 years.

2. Expert Taxation and fiscal reforms

Number of Posts – 1

Essential qualification

MA Economics/Econometrics in regular stream (Ph.D Preferred)

10 Years experience in projects involving framing of taxation policies, Identification of new revenue sources, Gap analysis, fiscal reforms for Grama Panchayats. Experience in financial management systems. IT based analytical skill is essential.

Required competencies and skills

The main task for Expert Taxation and fiscal reforms is to strengthen 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 Expert Taxation and fiscal reforms 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

Other terms and conditions

The appointment is on contract basis for a period of one year with a consolidated pay of Rs. **43,155/-** pm. The contract will be renewed every year, if necessary based on performance reviews.

Age Below 45 years.

3. Expert IEC

Number of Posts – 1

Essential qualification

MCJ or PG Diploma in Mass Communication & Journalism from a premier institution.

5 years' experience in the area of IEC.

Required competencies and skills

The main task for the Expert IEC is design of IEC strategies for preparation of print, audio and visual content for the IEC. Carryout other functions such as Public relations, press relations. Media management of various projects and functions of the department.

Other terms and conditions

The appointment is on contract basis for a period of one year with a consolidated pay of Rs. **31,920/-** 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 Below 45 years

4. Social Justice Consultant

Number of Posts – 1

Essential qualification

MA in Sociology/Development studies /Local Governance

or

MSW in Community Development.

2 years' experience in planning and implementing of projects for Development of Scheduled Castes & tribes, Children, Health, Education, Culture, Sports and Youth, Social Security including care of the aged and differently abled.

Required competencies and skills

The main task for the social justice consultant Convergence of Social Security schemes of multiple agencies with Department programs. Job roles Include Research, evaluation, Planning, and monitoring of the schemes in the area of Social Security.Evaluation of fund expended under special component fund set for SC/ST/Women/Aged/Children etc. of Grama panchayats. Prepare MIS platforms for quick analysis and review by higher authorities.

- Good and demonstrated knowledge in research, reporting and coordination skills.
- Good technical competencies 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. **31,920/-** pm. The contract will be renewed every year, if necessary, based on performance reviews.

Age Below 45 years

5. Consultant Architect

Number of Posts – 1

Essential qualification

B.Tech (Architecture) or B.Arch

5 years experience in Designing & architecture of buildings for public amenities and public offices.

Experience in design of projects with solid waste management/ Ecofriendly design of facilities.

Required competencies and skills

The main task for Consultant Architect is to strengthen planning developmental activities of 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 architectural planning. He/She should provide architectural consultancy help to stake holders of department. The Consultant Architect should have the following competency.

- Expertise in modern and scientific aspects with focus on Sustainable Development Goals. in public works and related area of local governments
- Good interpersonal and communication skills, resourcefulness, initiative, tact and ability to cope with any situation.
- Good leadership and, technical competence and professional skills in public works

Other terms and conditions

The appointment is on contract basis for a period of one year with a consolidated pay of Rs. **31,920/-** pm. The contract will be renewed every year, if necessary, based on performance reviews.

Age Below 45 years

6. Specialist (MIS)

Number of Posts – 1

Essential qualification

B.Tech in computer science/IT **or** MBA in system management.

5 years' experience in Managing the Management information system.

Experience in software development, programming are desirable.

Required competencies and skills

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 competencies 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. **31,920/-** 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 Below 45 years

7. Computer programmer

Number of Posts – 1

Essential qualification

M.Tech/ B.Tech in Computer Science/Information Technology

or

MCA in system management or MSc Computer Science

or

MS software engineering

4 years Experience in software development in government/ private companies with two years experience in PHP frameworks such as Laravel, RDRMS, web development technologies

Other terms and conditions

The appointment is no contract basis for a period of one year with a consolidated pay of Rs. **31,920/-** pm. The contract will be renewed every year, if necessary, based on performance reviews.

Age Below 45 years

8. Technical Assistant (IT/ Networking)

Number of Posts – 1

Essential qualification

B.Tech/Diploma in Computer Science/ Electronics

3 years experience in maintenance of Computer Hardware & Networking systems in a government/ private organization.

Other terms and conditions

The appointment is on contract basis for a period of one year with a consolidated pay of Rs. **19,670/-** pm. The contract will be renewed every year, if necessary, based on performance reviews.

Age Below 45 years

Administrative & Financial Data Analysis and Planning Cell

1. Administrative & Financial Data Analyst

Number of Posts – 1

Essential qualification

Master Degree in Statistics/Maths/Economics/Econometrics from reputed institutions.
Minimum 3 years experience in Data Processing in SPSS/STATA

Required competencies and skills

The Administrative & Financial Data Analyst is Responsible for identifying relevant insights and compiling analytical reports that enable others the department to make sound decision. He/She should address the capacity development needs of local governments in the area of data analytics. Identify sourceof data, compilation and report generation. Plan data collection strategies tools and methodologies. Support development of MIS and data base platforms. The Administrative & Financial Data Analyst 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

Other terms and conditions

The appointment is no contract basis for a period of one year with a consolidated pay of Rs. **31,920/-** pm. The contract will be renewed every year, if necessary, based on performance reviews.

Age Below 45 years

District Programme Management unit & District e-governance Resource Group

1. District project manager & Specialist (MIS)

Number of Posts – 14

Essential qualification

B.Tech in computer science/IT

or

MBA in system management

4 years' experience in Management Information System. Experience in software development, programming are desirable

Required competencies and skills

The main task for District project manager & Specialist (MIS)is to Implement and monitoring of projects at district level strengthen the M&E system of panchayts to improve the internal monitoring systems and there by improve the capacity of local bodies. District project manager & Specialist (MIS) will monitor inputs and outputs, evaluate outcomes and use these information for changes in policies, programmes etc.. The District project manager & Specialist (MIS) should have the following competency.

- Good knowledge in panchayat administration and related aspects of local governments.
- Good leadership, technical competence and professional skill for timely implementation, coordination and management of activities.
- Sound knowledge in information and technology essential for information management and local governments
- 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 and Malayalam

Other terms and conditions

The appointment is on contract basis for a period of one year with a consolidated pay of Rs. **31,920/-** 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 Below 45 years

How to apply

Application along with detailed curriculum vitae may be sent by registered post to Nodal Officer RGSA (Director of Panchayats), Directorate of Panchayats, Public office building, Vikas Bhavan P O, Thiruvananthapuram 695033 along with self attested copies of all supporting documents/testimonials before 5.00 PM on **06.03.2021**. Superscribe “**Application for the post of under RGSA scheme**” on the envelop. Shortlisted candidates only will be invited for written or descriptive test /interview.

DR.P.K.JAYASREE IAS

Nodal Officer RGSA, Kerala
(Director of Panchayats)