

**STATE PROJECT IMPLEMENTATION UNIT**  
**[Skills Strengthening for Industrial Value Enhancement(STRIVE)**  
**World Bank Assisted Project implanted by Government of India]**  
**Directorate of Employment & Training**  
**(An ISO 9001: 2008 Certified Organization)**

**Job Requirements**

**Name of the Post** : Project Leader

**No. of the Posts** : 01

**Location** : Gandhinagar

**Eligibility Criteria**

**Educational Qualifications:**

Master Degree /Ph.D. in Technical field

**Experience:**

Minimum of 15 years professional experience including working on projects with international funding agencies and ITIs.

**Remuneration:**

Consolidated monthly remuneration of Rs.40000/-

**Reporting :**

The Project leader will report to State Project Director, SPIU.

**Duration of the assignment:**

The Initial assignment will be for a period of 11 months on contract basis with a scope for renewal, based on Satisfactory performance. (Subject to further sanction from Government)

**Duties and Responsibilities:**

Lead project implementation and oversee all technical and managerial decisions related to delivery including M&E systems, capacity building, and stakeholder management; Act as technical expert on sectoral trainings, including collaboration with business and industry in support of labor market needs; Provide technical guidance in relevant project areas; Serve as key expert in delivering Management trainings for Institutional Heads. Ensure quality oversight of all products and services provided by the project. Evaluate the impact of training, the efficacy of the Training projects, Training methodologies in use, on an ongoing basis. Set up a certification process for instructors and institutional heads. Produce professional project/ project reporting documentation including experience monitoring, submitting and analyzing budgets project/ project Key Performance Indicator (KPI)s, effectiveness and efficiency indicators; Liaise with state and central officials on project implementation and periodically assess project progress. Take mid-course corrective action as required.

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**Job Requirements**

**Name of the Post** : Monitoring & Evaluation Specialist  
**No. of the Posts** : 01  
**Location** : Gandhinagar

**Eligibility Criteria**

**Educational Qualifications:**

He / She will possess relevant university degree in social sciences, or equivalent.  
Master's degree or higher in engineering, economics, social sciences or equivalent discipline.

**Experience:**

Previous experience of minimum 15 years in conducting baseline assessments, M&E, proven skills in data analysis and statistics, proven ability to design and develop data bases and excellent communication & report writing skills in English. At least 5 years of experience in government projects, preferably in TVET sector

**Remuneration:**

Consolidated monthly remuneration of Rs.25000/-

**Reporting :**

The Monitoring & Evaluation Specialist will report to Project Leader and SPIU.

**Duration of the assignment:**

The Initial assignment will be for a period of 11 months on contract basis with a scope for renewal, based on Satisfactory performance. (Subject to further sanction from Government)

**Duties and Responsibilities:**

The M&E Specialist will develop a survey design required for undertaking a baseline survey for the ITIs. This will include reviewing the project logic, theory of change, and existing monitoring and evaluation frameworks, making recommendations on adjustment of indicators as necessary and determining the appropriate sampling methodology. The proposed study design must have sufficient rigor for ensuring the information reported is within the 95% confidence levels; Develop the necessary survey questionnaires and focus group discussion and key informant interview methodology in consultation with the SPIU. A sufficient pre-testing regime will be required to verify that the questionnaire is suitable for generating the information required; Conduct and oversee survey implementation; Develop an appropriate database and undertake analysis of the data generated; Provide statistically significant information regarding the outlined indicators; Provide recommendations for future data collection and evaluation. A final report including the below required information: An executive summary; An overview of the applied methodology; An overview of quantitative/qualitative data collected and analyzed; Specific findings as they relate to the specific objectives of the project. Maintaining the project MIS at the State/UT level. Monitoring the implementation of the project on a day-to-day basis. Liaising with the Monitoring and Evaluation Specialists at the national level, providing information on issues (problems and solutions) for the national clearinghouse. Assisting the M&E Specialist at the national level to incorporate baseline data on the performance of institutions into the MIS. Implementing and

overseeing procedures for the regular monitoring of performance of institutions participating in the project. This will include procedures for assisting with ad hoc surveys (such a tracer studies and surveys of employers' attitudes). Undertaking regular field visits in order to monitor institutions using a simple checklist and consolidate quarterly monitoring reports based on the checklists.

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**Job Requirements**

**Name of the Post** : Institutional Development / ITI including Social and Environmental Safeguards Specialist

**No. of the Posts** : 01

**Location** : Gandhinagar

**Eligibility Criteria**

**Educational Qualifications:**

Minimum B.Tech. / BE

**Experience:**

10 + years with good industry exposure. experience in vocational education and training delivery Professional, fluency in English, curriculum development and writing skills

**Remuneration:**

Consolidated monthly remuneration of Rs.25000/-

**Reporting :**

Institutional Development / ITI including Social and Environmental Safeguard Specialist will report to Project Leader and SPIU.

**Duration of the assignment:**

The Initial assignment will be for a period of 11 months on contract basis with a scope for renewal, based on Satisfactory performance. (Subject to further sanction from Government)

**Duties and Responsibilities:**

Serve as a SME for the assigned sector/ domain as part of a multi- member team tasked with training ITI instructors. Carry out audience profiling studies and assess the current knowledge levels of the participants. Provide inputs and update the curriculum basis the emerging needs of the industry and not limited to the National Council for Vocational Training (NCVT) / SCVT/ Sector Skill Council syllabus. Develop custom training modules & learning resources for the Instructors for the new areas identified based on contemporary learner-centered, reflective practice methodologies. Design projects and assignments mapping to the competencies to be achieved. Liaise with Department of Technical Education (DTE)/SPIU and Project Consultants to discuss the training project and finalize content. Design and develop training session plans, customized to the needs of the participants. Conduct and facilitate on-site sessions based on the agreed training plan, off-line discussions as well as any assignments/ projects. Help participants in query resolution. Prepare reports on the training project conducted based on the agreed templates. Conduct assessments and evaluation of each participant and prepare a Developmental Action Plan in agreement with DTE/SPIU. Incorporate OJT components in the training. Act as a coach and mentor for development of the participants

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**Job Requirements**

**Name of the Post** : Financial cum Procurement management Specialist

**No. of the Posts** : 01

**Location** : Gandhinagar

**Eligibility Criteria**

**Educational Qualifications:**

CA or Master's degree or higher in finance, management or equivalent, with diploma or training in contracts and procurement management economics,

**Experience:**

At least 10 years of experience working in financial and procurement management, with at least 5 years of experience in government projects

**Remuneration:**

Consolidated monthly remuneration of Rs.25000/-

**Reporting :**

Financial cum Procurement management Specialist will report to Project Leader and SPIU.

**Duration of the assignment:**

The Initial assignment will be for a period of 11 months on contract basis with a scope for renewal, based on Satisfactory performance. (Subject to further sanction from Government)

**Duties and Responsibilities:**

**Financial**

He/she will: Manage funds flow: inflows from WB/Gol loan, permitted investments, banking facilities, disbursement requests, accounting, and auditing (internal); Audit accounts of SPIU with respect to the projects funded under the STRIVE; Review Governance structures within the organization. Review financial arrangements in place. Determine whether satisfactory actions have been taken against previous external audit and internal audit recommendations. Assess the adequacy and effectiveness of the internal controls in operation including key processes such as fund flow, cash and bank operations, procurement of goods and services, asset management, human resource and payroll, donor compliance and financial reporting and statutory compliances. Review compliance with all relevant and applicable policies and procedures, and audit and other reporting requirements of the STRIVE project. Determine compliance with relevant donor contractual reporting requirements. Review the adequacy of support structures including HR, Logistics and IT. Assist the statutory auditor in the performance of statutory audit. Preparing annual estimates and budget for the project at State/UT level and submitting to NPIU. Ensuring timely release of funds for project related activities at State/UT level e.g., to ITIs and ICs. Ensuring maintenance of project accounts as per standard procedures in the SPIU and in ITIs. Preparing quarterly Utilization Certificates (UCs) and ensure their timely submission to NPIU. Ensuring the timely preparation and submission of monthly/quarterly claims for reimbursement to NPIU. Coordinating submission of annual audit report from State/UT to

NPIU and timely compliance of audit observations. (S) he should ensure adequate coverage, scope and timely and satisfactory response to observations by internal auditors. Reviewing and monitoring financial management arrangements for the project at ITIs and ICs.

**Procurement:**

Ensuring full knowledge and systematic application, including key staff of relevant State/UT officials, of the World Bank's procurement and consultancy guidelines along with norms as defined in procurement manual of STRIVE. Managing the procurement of works, goods and consultancies required for State/UT level activities under the project and manage the procurement of consultancies. Preparation of Procurement Plan at the State level. In case where ITI prepares procurement Plan, the Procurement officer would ensure training at the ITI level. Assist in executing National Competitive Biddings. Liaising with the Procurement Officer at the national level, providing information on issues (problems and solutions) for the national clearing house. Acting as a support and reference person for all project-related procurement tasks. Submitting quarterly procurement progress reports to the SPIU Director. Acting as first line of contact for dealing with enquiries and complaints regarding procurement referred to the SPIU.

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**Job Requirements**

**Name of the Post** : Consultant  
**No. of the Posts** : 01  
**Location** : Gandhinagar

**Eligibility Criteria**

**Educational Qualifications:**

Any Graduate+MBA in Operations or Project Management or Marketing or HR.

**Experience:**

Should have minimum of 5 years of post qualification experience. Should have sound knowledge of IT Should be able to work independently on all MS-Office Tools. Sound knowledge of field surveys, statistics packages, data analysis and interpretation presentation. Post qualification experience in field of industry or placement Agency is preferable

**Remuneration:**

Consolidated monthly remuneration of Rs.25000/-

**Reporting :**

Consultant will report to Project Leader and SPIU.

**Duration of the assignment:**

The Initial assignment will be for a period of 11 months on contract basis with a scope for renewal, based on Satisfactory performance. (Subject to further sanction from Government)

**Duties and Responsibilities:**

To analyze existing STRIVE projects run by Central Ministries. To conceptualize and implement STRIVE Project & implement them across state and also review and strengthening of old skilling activities. To co ordinate with all the stake holders for skilling activities at state. To perform Grievance Redressal activity as well as implementation Quality Standards across state. Analysis of current & historic skill data and conceptualizing future market trends with respect to skill development & Entrepreneurship. To conduct different types of surveys and carry out skill gap analysis.

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**Job Requirements**

**Name of the Post** : Data Entry Operator

**No. of the Posts** : 01

**Location** : Gandhinagar

**Eligibility Criteria**

**Educational Qualifications:** COPA/PGDCA.