

## **Recruitment Notice /Advt. of IPA**

### **Employment Notice:**

On Behalf of Sagarmala Development Company Ltd, IPA invites applications for the post of Consultant(Skill Development & Livelihood Generation)

The **last date for submission of application is upto 02th July 2020.** No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED. Applications are to be addressed to:

Managing Director,  
Indian Port Association,  
1st Floor, South Tower, NBCC Place,  
Bhisham Pitamah Marg, Lodhi Road,  
New Delhi - 110003

## **Consultant(Skill Development & Livelihood Generation)**

### **Required Educational Qualification & Professional Experience**

1. Bachelors Degree in Social Sciences / Science / Economics / Engineering and Masters Degree in Economics / Social Sciences / Business Administration from a reputed and recognized University or Institution
2. Minimum 3 years of professional experience in government, working on projects related to skill development & livelihood generation in India
3. Experience in programme management, tendering, monitoring & evaluation process related to skill development & livelihood generation projects will be preferred
4. Good communication skills in English (written and spoken)
5. Experience of using MS Office Application (Word, Excel and PowerPoint)
6. Strong presentation skills
7. Openness to travel is required

### **Job Description**

1. Appraise skilling project proposals under Sagarmala Programme
2. Develop skilling projects in accordance with concept and compliance requirements as envisaged by the Ministry
3. Prepare all documents (e.g. Terms of Reference, RFP / RFQ cum RFP etc.) and manage the process related to appointment of consultants for skilling projects taken up by the Ministry of Shipping
4. Coordinate / facilitate stakeholder meetings for the consultants appointed by the Ministry for the skill development projects
5. Monitor and evaluate skilling projects under the Ministry of Shipping
6. Prepare Annual Plans / Program Roadmap / Master Schedule etc. for the skill development component under Sagarmala Programme
7. Assist the Ministry in development, coordination and management of schemes related to skill development
8. Assist in the activities of Adviser (Skill Development & Livelihood Generation) appointed by the Ministry
9. Provide regular inputs, information on the skilling projects, for the communication activities related to Sagarmala Programme
10. Undertake any other activity as assigned by the Ministry of Shipping

**Proposed Monthly Salary:** Rs. 2,70,000/- per month (Fixed)

**Period of Appointment:** One year on contractual basis. May be extended further on need basis.

**Place of Posting:** New Delhi