

Manager position in

Unnat Bharat Abhiyan Cell (UBA), Indian Institute of Technology Guwahati

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| 1 | Position | Manager |
| 2 | Role Responsibilities | <p>Some of the key responsibilities (but not limited to) are:</p> <ul style="list-style-type: none">a) Coordination and communication (via emails, phones, whatsapp, letters etc.), meeting organisation (online and offline) etc. with UBA identified Participating Institutes (PIs), organisations, clusters, villages, stakeholders, individuals etc. to fulfil UBA's objectives.b) Report aggregation from various PIs. preparation of UBA Cell's reports, presentations, etc for relevant authorities, and audiences.c) Preparation of project proposals for various funding agencies, and implementation of the same, when granted, with necessary reports, submission of utilisation certificates etc.d) Providing assistance to the preparation of Detailed Project Reports (DPRs) for third party organisations.e) Providing administrative support and organising workshops, seminars, etc.,f) Record keeping, and population of necessary information, etc. .g) Logistics and travel managements. Ready to travel within Assam and elsewhere, as and when required, at short notice.h) Liaising of UBA Cell with IIT Guwahati officials.i) Reporting to concerned authority on daily basis about the pertinent work / project and chalking out strategies to meticulously execute the assigned work / project, for inspiring and fulfilling outcomes. |
| | Right candidate? | <p>The successful candidate should be endowed with sterling leadership qualities and values and is expected to deliver first class and uncompromised outcomes of the</p> |

apportioned work, as expected of a Government of India's scheme/project/institution. Further, the successful candidate is expected to inculcate at least the following qualities:

- Professional and positive credibility
- Able to execute work under extreme pressure and datelines, in a fast transforming scenario.
- Can remain committed, organised, calm and motivated, under difficult work situations.
- Effective and pragmatic communicator, with excellent skills for listening, analysis, and impact assessment.
- Target driven, resolute, and efficient
- Good collaborator for team work

- 3 Qualifications** Good Post-graduate with outstanding oral and written communication skills (in English and Assamese).
- Desirable to have good proficiency in Hindi. Proficiency in other NE regional languages would be a plus point.
- Excellent proficiency in MS Office, Photoshop etc.
- Decent knowledge in graphical design, with capability, of image, audio, and video editing.
- Good command over, online meeting platforms like, Webex, Google Meet, Microsoft Teams, etc.
- Good skills, for information dissemination via online platforms such, as Twitter, Facebook, Instagram, Youtube, etc.
- 4 Package:** Rs. 31,000/- (**Approx.**) per month. No other perks.
- 5 Contract:** Six months or lesser, depending on requirement. Claims for permanency / regularity etc. with regard to the aforementioned position would be void and irrelevant.
- 6 Closing date** 25st January, 2021
- 7 Apply** Latest CV with a cover letter may be sent to the Regional Coordinator, **rcuba@iitg.ac.in**

****Equality of opportunity is strongly supported by UBA Cell, IIT Guwahati. (UBAIITG).**

*****Decisions of UBAITG / IIT Guwahati are final and binding.**

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