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Indian Institute of Entrepreneurship (IIE), an organization under Ministry of Skill Development & Entrepreneurship, Govt. of India invites application for the following position under **"Setting up an Entrepreneurship Development Centre(EDC) at Nagaland"** on purely contractual basis.

Position: Project Lead

No. of Posts: 1

Job Location: Kohima, Nagaland

Salary: Rs. Rs.34,300/- per month

Responsibility: The Project Lead will be responsible for managing the overall activities of the Entrepreneurship Development Centre (EDC). The person has to be based in Kohima, Nagaland and stationed at the EDC.

Scope of the task:

1. Looking after the day to day activities of the EDC and the management of the centre
2. Networking with various stakeholders
3. Organizing meetings, events, trainings on Entrepreneurship Development and Mentor Development Programmes, Awareness and outreach programmes, etc
4. Identification of Resource Person/ Training Facilitator for conducting sessions.
5. Mobilizing trainees for the training and awareness programmes, meeting concerned departments of the district for the same.
6. Preparing programme reports after completion of each programmes
7. Documentation and Administrative work
8. Updating IIE about the progress of the establishment and work of the EDC, giving inputs for new ideas/innovations regarding the function of the EDC

Qualification and Experience

- Minimum 6-7 years of professional experience in project management.
- Work experience in Entrepreneurship sector is desirable

Experience:

- Post Graduate Degree preferably in Economics/Business Administration/ Commerce/ Social Science or other relevant subject

Key Skills:

- Good communication and interpersonal skills with ability to proactively address potential issues and solve problems is desirable
- Excellent Computer skills
- Collaborative working style and team player attitude
- Ability to work independently and take responsibility with little supervision, organizational skills and ability to prioritize task, having report writing skills

Mode of Selection:

Written Test & Personal Interview/Virtual Interview

Only shortlisted candidates will be called for appearing interview through telephone, Email/WhatsApp/SMS.

Place of Interview:

Indian Institute of Entrepreneurship, Lalmati, BasisthaChariali, Guwahati-781029

Expenses of selection:

No TA/DA will be provided for attending interview.

Submission of Application:

The application is required to be send through email to the address given below with the following particulars:

- (i) The post applied for must be mentioned along with the name of the project.
- (ii) Detail Bio data/CV of the candidate. (must contain email ID & Mobile Number)
- (iii) Two passport size photographs
- (iv) Photo copies / Scan Copies of the certificates in support of various qualifications / experience mentioned in the Bio data/ CV.
- (v) Two reference under whom the candidate working before or known person.
- (vi) **Qualification and Experience** may be relaxable for highly suitable candidates.

The last date of application submission on or before 04th Feb, 2022

To

The Administrative Officer

Indian Institute of Entrepreneurship

Lalmati, BasisthaCharali, Guwahati-29, Assam

Phone: 0361-2300840/6901271181

Email: recruitmentcell.iiie@gmail.com

Note: IIE, Guwahati reserves its right to reject any or all the applications at the time of scrutiny of the same.

S/d


Administrative Officer