



INDIAN INSTITUTE OF ENTREPRENEURSHIP
BASISTHA CHARIALI, LALMATI- 37, NATIONAL HIGHWAY BYPASS, GUWAHATI-781029 (ASSAM)
(An Autonomous Organization of the Ministry of Skill Development and Entrepreneurship, Govt. of India)
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Ref. No: F(05)/SBB/SVEP/2022-23/ 10443

Date: 07.12.2022

Recruitment Notification

Indian Institute of Entrepreneurship (IIE) invites application from suitable candidates for filling up the post of
04 nos. of SVEP- Mentors for West Bengal in the following blocks

1. Alipurduar-1
2. Matigara
3. Hili
4. Islampur

Last date of submission of form is on or before 19.12.2022 up-to 12.00 Noon

For details regarding qualification and job responsibilities, please check the website (www.iie.gov.in)



Sd/

(Administrative Officer)

Administrative Officer
Indian Institute of Entrepreneurship
Guwahati-781029



Position: Mentor – SVEP

No. of Position: 04 (four)

Locations: West Bengal in the following blocks

Block Name	District	No. of post
Alipurduar-1	Alipurduar	1
Hili	Dinajpur Dakshin	1
Islampur	Dinajpur Uttar	1
Matigara	Siliguri	1

Purpose of the position:

To guide and manage the work of the CRP-EPs on behalf of the BRC, to co-ordinate between the WBSRLM project team and the BRC, and ensure the SVEP gets implemented as per the plan and schedule (on all parameters – physical, financial and timelines).

To be involved in the implementation and monitoring the progress of the SVEP in the block and help to scale up the same after giving feedback and suggestions for mid-course corrections, if any are required.

To document and share best practices, identified in the implementation of SVEP in the block.

To train and guide the BRC members about all the aspects of the program, so that they are capacitated to manage the same themselves,

Reporting To – 1. Administratively to the Block Program officer (SVEP). He/she shall be based /posted in the block where the SVEP is being implemented.

2. Officially to SVEP Cell, IIE

Educational Qualifications: Post graduate/Graduate in any subject with mathematics as a subject till class XII, Preferably from a management/ commerce or engineering background. Should have strong numeracy skills and business skills.

Work Experience:

Essential:

3-4 years of work experience in operations for-profit enterprise or in implementing non-farm livelihood interventions.

Preference will be given to:

1. Experience in managing a large-scale program in non-farm livelihoods promotion for rural poor and /or experience in enterprise promotion, business advisory services, forward and backward linkages.
2. Programme management skills with experience of imparting training



3. Strong data-based decision-making and data analysis skills
4. Proficiency in Excel/ other spreadsheet software.
5. Track record of working with rural areas and promoting non-farm livelihoods of rural communities.
6. Language: Proficiency in spoken and written English and Hindi is required. The person must be fluent in Bengali
7. Candidates with prior experience of handling SVEP project shall have an added advantage.

Key Responsibilities -

1. To ensure rollout of the SVEP program in the blocks, including completion of the baseline and market potential study and preparation of the DPR.
2. To co-ordinate and act as a bridge between the block staff of the WBSRLM, the community organizations and the village level project staff, be part of the implementation process of the SVEP
3. To guide and train the CRP-EPs on all aspects of their work
4. To guide and train the BRC members on all aspects of their work
5. To participate in all the processes of implementation of the SVEP.
6. To help operationalize the MIS for SVEP, monitor progress of the SVEP and share the same with all the stakeholders – WBSRLM/IIIE/ NRLM.
7. To implement the program using the SVEP software
8. To ensure adherence to norms and completion of processes related to procurement of equipment for the BRC.
9. To help institutionalize the Block Resource Centre and make it part of all the WBSRLM processes in the block.
10. To help create a repository of business logics and training material at the BRCs.
11. To be part of the State level business advisory team for creating local benchmarks for enterprises and for giving seasonality based business advisories.

Core Competencies -

1. Understanding and hands-on experience of the non-farm livelihoods sector and its issues – having worked with either a business or a producer organization that has been successful, or having worked with the WBSRLM in a livelihoods profile or having worked with a SVEP-like project.
2. Should have numerical and business finance understanding and skills.
3. Good team player, strong ability to work with teams and with people with no direct reporting relationships
4. Data driven, open to learning and adaptable, should be willing to adapt to ground realities.
5. Should be compassionate for the poor and should be willing to look at issues from their lens. Also, should be honest, fair and objective in work. The person should not discriminate anyone based on gender, caste, class, region or any other identity mark.
6. Should have a training and development orientation.
7. Should be self-driven and should be motivated by social change and impact at scale.
8. Should be willing to travel extensively in the field and be willing to stay in a village for approx. 15 days to 20 a month.

Salary:

Up-to 35,000/- based on qualification and experience (negotiable)

Mode of Selection:

Interview (Written/Viva) on virtual mode.

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

Expenses of selection:



No TA/DA will be provided for attending interview/training.

Submission of Application:

The application is required to be send through post/ Courier (Hard copy) or through email at (recruitmentcell.ii@gmail.com) and a copy marked to svep.ii@gmail.com to the address given below with the following particulars:

- (i) The post and state applied for must be **super scribed** at the top of the envelope.
- (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.

The last date of application submission shall be on or before 19.12.2022 up-to 12.00 Noon

Address for submission of hard copy application to:

To

The Administrative Officer
Indian Institute of Entrepreneurship
Lalmati, BasisthaCharali, Guwahati-29, Assam
Phone: 0361-2300840/6901271181

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

