



Associate Manager (AsM) SDG Professional – Livelihood/ Enterprise Promotion & Skill Development, SIDBI Swavalamban Foundation, New Delhi

1. POSITION VACANT: Associate Manager (AsM) SDG Professional – Livelihood/ Enterprise Promotion & Skill Development, SIDBI Swavalamban Foundation (SSF), New Delhi

2. ORGANIZATIONAL BACKGROUND:

Small Industries Development Bank of India (SIDBI), was set up on April 2, 1990, under an Act of Indian Parliament, and acts as the Principal Financial Institution for the Promotion, Financing and Development of the **Micro, Small and Medium Enterprises (MSMEs)** and for co-ordinating the functions of different institutions handling similar activities in this area.

With the adoption of **Vision 2.0**, **SIDBI** has reoriented its focus on Promotion and Development of **Micro and Small Enterprises (MSEs)**, particularly in unserved/ underserved pockets/ segments and Entrepreneurship Development. This is a strategic initiative by **SIDBI**, by transforming its current role to that of an All-India Financial Institution and creating an integrated credit and development support ecosystem for Indian **MSEs** and promoting their inclusive growth. The initiative is dedicated to meeting both the credit and non-credit needs of **MSEs**, enabling them to be globally competitive.

As the new offshoot of **SIDBI**, **SIDBI Swavalamban Foundation (SSF)** focuses on corporate social responsibility, development and impact aspects of **SIDBI** and its associates.

As the mandate of **SIDBI** is principally to serve **MSMEs** and strengthen the ecosystem around them, **SSF** endeavours to play a supportive and facilitative role in growth, promotion and development of aspects pertaining to entrepreneurs, entrepreneurship, **MSMEs** and their interests, holistic services to the working environment of **MSMEs** and their eco-system and society at large.

As a developmental foundation, **SSF** commits itself to supporting innovative, inclusive and impact aligned projects/ programmes, mainly for the social and economic development issues which help in making a positive impact on the living standards of economically poor as well as disadvantaged people of the society, and enable them to live a productive and dignified life.

For more information about **SIDBI**, please visit <https://www.sidbi.in/>

3. JOB DESCRIPTION/ RESPONSIBILITIES:

SSF is looking for an outstanding development professional, to join the team at New Delhi, as an **Associate Manager - SDG Professional- Livelihood/ Enterprise Promotion & Skill Development**. S/he shall be responsible for the following:

Key Job Responsibilities:

- (1) Lead and support the development of livelihood and enterprise related components of **SSF**, through assessment, design and stakeholder consultation;
- (2) Oversee the implementation of projects including designing, monitoring, evaluating, report writing and supporting the concerned partners for their effective implementation;

- (3) Collect and analyze information in the context of livelihoods, enterprise promotion and skill development;
- (4) Monitor field-based implementation of programme activities, including providing guidance for field implementation and monitoring;
- (5) Monitor programme implementation of partners in accordance with sanctioned terms, work plans, deliverables and applicable timelines;
- (6) Identify opportunities for developing **SSF's** profile in theme areas and recommend actions to leverage the same;
- (7) Develop new livelihood/ enterprise/ skill initiatives that are in line with emerging market need and also help strengthen social cohesion;
- (8) Provide technical inputs and feedback to concept papers and proposals relating to the domain area;
- (9) Maintain regular interaction with national and local stakeholders with the objective of collecting information on ongoing and planned activities;
- (10) Organize and facilitate training, information-sharing and knowledge-sharing events for partners on the initiative as a domain thematic expert;
- (11) Act as focal point for building relationships with project partners and key stakeholders;
- (12) Staying abreast of relevant research in the areas of focus and promote best practices in the area.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualifications

- (1) Applicants must have a Post Graduate Degree in Social Work/ Development Management/ Development Economics/ Social Sciences or other related fields;
- (2) Candidates possessing additional qualifications and/or previous experience in managing large-scale livelihood and enterprise-related projects shall be given preference.

Experience:

- (1) Minimum of five years of experience in promoting and setting-up enterprises, in the area of Livelihood & Skill Development;
- (2) Good understanding of social development, preferably in relation to enterprise creation, skilling and social entrepreneurship.

Skills and Competencies:

- (1) Exceptional communication and relationship-building skills;
- (2) Excellent communication skills (including writing) both in English and Hindi;
- (3) Self-driven with a high degree of responsiveness and proactivity.

Notes:

- (1) Applicant must self-certify that they never been penalized or debarred in any other job/ assignments, performing practice or endeavour;
- (2) **SSF** reserves the right to raise / modify the eligibility criteria in educational qualification and minimum work experience in order to restrict the number of candidates to be called for Interview, commensurate with the number of posts).

5. REMUNERATION:

- (1) Remuneration shall be determined on a case-to-case basis considering market linked compensation and not be a limiting factor for the right candidate;
- (2) There will also be provision for annual increment of upto 15% on the CTC finalized initially, determined by SSF on the basis of performance review;
- (3) No other payment shall be made to the **AsM-SDGP-LESD** barring reimbursement of

travelling/ halting allowance/ boarding and lodging and related expenses, for outstation tours, as per **SIDBI** norms applicable to the position (viz. Grade –B Officer, **SIDBI**.)

6. LOCATION: New Delhi

7. AGE LIMIT: Applicants should be of 21-40 years as on April 1, 2024.

8. PERIOD OF CONTRACT:

The initial term of the contract for **AsM-SDGP-LESD** shall be a period of three years, extendable, at the sole discretion of **SSF**, for a further period of up to two years. The contract may be terminated at one months' notice on either side, or salary and allowances (if any), in lieu thereof.

9. SELECTION PROCESS:

(1) Selection shall be by way of shortlisting and personal Interview to be held physically or online on a suitable date (to be informed in due course) before the Selection Committee. **SSF** will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview. The decision of **SSF** to call candidates for interview shall be final. No correspondence shall be entertained in this regard;

(2) **Merit List:** Merit list for selection shall be prepared in descending order of scores awarded by the Selection Committee in interview only. In case more than one candidate obtains the cut-off marks (common marks at cut-off point), such candidates shall be ranked according to their age seniority in the descending order of merit;

(3) **Wait List:** **SSF** reserves the right to generate wait lists of eligible candidates found suitable for appointment by the Selection Committee and to consider such wait listed candidate(s) for appointment in case the preferred candidate does not join and/or in the event of attrition.

General Information:

(1) The relevant experience certificate from the employer must specifically mention that the candidate had experience in the required field;

(2) The candidate must be a citizen of India;

(3) The designation/ name of the post mentioned above is only indicative. **SSF** reserves the right to change the name of the post/ designation at any time without prior notice, based on requirement. Candidates are advised to visit the **SIDBI** website (www.SIDBI.in) to obtain updates, as necessary;

(4) Candidates serving in Govt./ Quasi Govt. Offices, Public Sector Undertakings including Nationalized Banks and Financial Institutions, are advised to submit '**No Objection Certificate**' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, shall not be paid;

(5) In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment;

(6) Candidates are advised that they should not furnish any particulars or information that is false, tampered/ fabricated and/or suppress any material information while applying for the post;

(7) In case it is detected at any stage that a candidate does not fulfil any of the eligibility criteria for the post applied for and/or that s/he has furnished incorrect information and/or has suppressed any material fact(s), and/or has resorted to Impersonating or procuring

impersonation by any person; her/his candidature will stand cancelled forthwith. If any of these shortcomings is/are detected even after the appointment, her/his services will be liable to be terminated forthwith;

(8) The applicant shall be liable for civil/ criminal consequences in case the information submitted in her/ his application are found to be false at a later stage;

(9) Decisions of **SSF** in all matters regarding eligibility, shortlisting, conduct of interviews, selection, calling for joining etc, shall be final and binding on the applicants. Canvassing in any form shall lead to disqualification of candidature.

10. CONTACT INFORMATION:

Team SAMS
Strategic Alliance Management Services P Ltd.
1/1B, Choudhary Hetram House, Bharat Nagar
New Friends Colony, New Delhi 110 025
Phone Nos.: 011- 4081 9900; 4165 3612

11. APPLICATION PROCESS:

Eligible candidates interested in the position can apply using the link <https://bit.ly/APPLY-ASM-SDGP-LESD> by or before July 2, 2024.