

VACANCIES UNDER HANDMADE IN INDIA (HMI) PROJECT

1. Project Support Officer

Education & Experience: BE/B.Tech/Post Graduation in Rural Management/Social Work/Economics/MBA with more than 02 years' experience in Micro Enterprise/Entrepreneurship Development/Self-Employment related schemes and projects

Place of posting: Bangalore

Job Responsibilities

- Develop the formats for daily, weekly and monthly reports
- Responsible for uploading online information for project management
- Coordinate with Cluster Nodal Officer, Project Coordinator, Master Trainer and Community Mobilizers for implementation of the Project
- Generate reports as and when required
- Ensuring availability of updated data for monitoring and evaluation
- Responsible for documentation, filing and all official correspondence related to the project
- Participate in all meetings held for review of the progress by EDII HO/SRO
- Creating standardizing systems and processes customized to each stakeholder group (NGOs, artisans, traders, manufacturers and weavers) to ensure sustainability.
- Any other work/activity as assigned by the Office

Forward your resume by 13.05.2019 indicating your specialization, experience, expertise and position applied for. Please specify your current organization name along with the details of designation, current salary drawn and expected salary to: hmi@ediindia.org