

GUJARAT CSR AUTHORITY

DETAILED ADVERTISEMENT FOR CONTRACTUAL APPOINTMENT OF PROJECT OFFICERS

1. MINIMUM ESSENTIAL QUALIFICATION(S), AND UPPER AGE LIMIT FOR THE ABOVE POSTS SHALL BE AS INDICATED IN TABLE-I BELOW:

Sr. No	Post/Grade	Minimum Essential Qualification	Upper Age Limit
01	Project Officers Grade - B	PGDRD/PGDRM/MBA in Rural Management/ MSW * The candidates who are pursuing their degree courses listed above and will be completing the courses before April-May' 17 are encouraged to apply.	30 Years

2. JOB SUMMARY:

Project Officer shall be responsible towards following (but not limited to):

- ✓ Conceptualization of innovative CSR projects and ensure execution of projects through credible implementing partners
- ✓ Preparation of project proposals and ensuring tie ups for sponsorship
- ✓ Preparation of qualitative and quantitative reports of ongoing projects and manage project schedule, monitoring deadlines for each project task
- ✓ Communication with partners and stakeholders group
- ✓ Initiate efforts for building new partnerships in the allocated verticals.
- ✓ Periodical field visits to the project areas to ensure proper implementation.

3. CORE SKILLS:

- ✓ Thorough familiarity with word processing, spreadsheet, and project scheduling computer applications.
- ✓ Ability to work effectively as a team member and independently.
- ✓ Ability to manage multiple priorities under pressure, trouble-shoot, and to meet short- and long-term deadlines.
- ✓ Excellent written and verbal communication skills.

4. EMOLUMENTS

- ✓ Kindly go through our HR Manual uploaded on our website.

5. HOW TO APPLY

- ✓ Kindly visit www.gcsra.org and apply online.
- ✓ GCSRA will follow a rigorous selection process to select the most suitable candidates for every post. The selection process will be divided into three phase namely (a) Initial screening of the applications, (b) Review of specific assignments which are meant to assess the skill set of the candidate and (c) Personal interview.

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