

# **GUJARAT CSR AUTHORITY**

## **DETAILED ADVERTISEMENT FOR CONTRACTUAL APPOINTMENT OF PROJECT OFFICERS FOR DISTRICTS NAMELY RAJKOT, VADODARA, SURAT, AHMEDABAD, BHARUCH AND KUTCH AND ANY OTHER DISTRICT**

Gujarat CSR Authority has been established under the administrative control of the Industries and Mines Department (IMD), Government of Gujarat for the purpose of supporting and facilitating CSR initiatives of various companies. The Authority has identified five thrust areas viz. Malnutrition, construction of community toilets, skill upgradation, diagnostic healthcare and entrepreneurship development.

GCSRA is seeking online applications from qualified individuals for 11 months contractual appointment as Project Officers at Rajkot, Vadodara, Surat, Ahmedabad, Bharuch, Kutch and any other districts. Project Officer, GCSRA shall work under direct supervision and guidance of COO/CEO, GCSRA. He/she shall be responsible for the oversight of the planning, monitoring and reporting functions of GCSRA. Project Officer shall be responsible towards following (but not limited to):

### **1. 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.

### **2. 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.
- ✓ Well versed with the Section 135 of the Companies Act and recent amendments by MCA, Govt. of India.

- ✓ Understanding of global perspective of CSR and challenges attached to it.

### **3. KEY RESULT AREAS:**

- ✓ Ensure developing partnership with at least 2-3 eligible corporates and PSUs for the funding support on monthly basis.
- ✓ Draw half yearly and monthly plan in alignment with the organization's annual work plan and execute the deliverables in time bound manner.
- ✓ Assisting GCSRA to design and complete activities as per the Annual Work Plan.
- ✓ Carrying regular field visits to the projects allocated in the vertical and submit progress/field visit reports to GCSRA.
- ✓ Ensuring all the project objectives are being achieved with the various project activities undertaken by implementing partner's during the course of project duration.
- ✓ Additional advantage will be given to candidate in yearly performance appraisal for obtaining organizational consultancy projects in the areas of CSR domain.

### **4. ELIGIBILITY CRITERIA:**

The education qualification required for the post is as follows:

- ✓ MBA
- ✓ Post Graduate Diploma in Management
- ✓ Post Graduate Diploma in Rural Management/Rural Development
- ✓ Master of Social Work
- ✓ Any other relevant full time PG degree

### **5. EMOLUMENTS**

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

### **6. MODE OF APPOINTMENT**

- ✓ It will be 11 months contractual for every appointment made for GCSRA. Contracts can be extended based on the continuing need of the Authority and performance of the contractual appointee. GCSRA will be having sole discretion about the extension of the contract and decision will be binding on the part of contractual appointee.

### **7. APPLICATION PROCESS**

- ✓ Applicants must read the advertisement carefully to know the eligibility criteria and other requirement for filling "Online Application".
- ✓ Interested candidates have to apply in the prescribed form which is available at GCSRA's website (<http://gcsra.org/>). Please note that applications through any other mode shall not be accepted.

- ✓ Applicant Login ID and Password shall be created after the online registration. Candidate has to use same Login ID to submit information pertaining to application form and to check the application status.
- ✓ Candidate can edit/ modify data till the time of submitting the application. Once the application form is submitted, it can't be edited/ modified and no query in this regard shall be entertained.
- ✓ Last date for receiving online application is 21st July'18.
- ✓ All statements made in the application should be true and correct. Candidates should understand that in the event of any information being found false or incorrect, the candidature will be cancelled.

## 8. **SELECTION PROCESS**

- ✓ Initial screening of the applications will be done through recruitment screening software or through a screening test.
- ✓ The second stage of scrutiny will consist of review of few specific assignments which are meant to assess the skill set of the candidate, group discussions and problem solving ability.
- ✓ Third stage will conduct of Group Discussion to analyse the behavioral and attitudinal responses of the candidates.
- ✓ Final stage will consist of face to face personal interview where the selection Committee will interview the candidates shortlisted in the third stage.