

**Position: Project Officer (02).**

**Location:** Goa

**Qualification & Experience:**

- Bachelor's/Master's Degree in Management / Rural Management / Social Work / Economics
- Must have at least 3 years of experience in Entrepreneurship Development / Self Employment / Livelihood / CSR related schemes and projects.
- The candidate should possess good documentation and reporting skills, high degree of computer literacy, data analysis ability and good communication skills with fluency in English and Hindi.
- The candidate should possess knowledge of enterprise creation techniques.

**Job Description:** Selected person will be responsible to:

- Conduct capacity building training programs.
- Provide handholding support to potential and existing entrepreneurs for setting up and development of small and micro enterprises, establishing marketing linkages, running the enterprise, meeting legal compliances etc.
- Implement/execute and monitor various activities/ assignments/ projects.
- Prepare proposals and document of Project proceeding.
- Prepare regular reports on the status of the assigned initiatives to the Head and Project Director.
- Maintain a systematic account of all relevant project documents & records.

**Type of Employment:** On Contractual basis for 11 months; extendable on need and performance basis.

**Remuneration:** Commensurate with qualification and experience.

**Position: Intern Project Officer (02).**

**Location:** Goa

**Qualification & Experience:**

- Bachelor's / Master's Degree in Management / Rural Management / Social Work / Economics.
- Candidates should possess some experience in documentations, reporting, computer literacy, data analysis and good communication skills with fluency in English and Hindi.

**Job Description:** Selected person is desired to:

- Assist in conducting capacity building training programmes.
- Provide handholding support to potential and existing entrepreneurs for setting up and development of small and micro enterprises, establishing marketing linkages, running the enterprise, meeting legal compliances etc.
- Prepare regular report on the status of the assigned initiatives to the Head and Project Director.
- To systematically maintain all the relevant project documents & records.

- Any other responsibility assigned by Project Director from time to time.

**Note:** The period of internship will be for two months without stipend. Candidates will be provided office space to work.

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