

Expression of Interest

Young Professionals to contribute in Institute's Activities

Duty Station: Lucknow and Institute's Head Office (Lucknow) and its activity locations

Level: Young Professionals

Categories: Entrepreneurship, Skill Development, Vocational Education, Project Management, Human Resource Management, Education, Innovation, Social and Behavior Change, Training, Capacity Building, Research, Evaluation, Data Management (indicative only)

No. of positions: 5

About the Institute:

The Institute of Entrepreneurship Development, U.P. (IEDUP), Lucknow is a premier Institute established by Government of U.P. in 1986 with the support of IDBI, IFCI, and ICICI. In its “**Industrial Infrastructure and Investment Policy, 2012**” Government of Uttar Pradesh has recognized IEDUP as a Centre of Excellence in Entrepreneurship and Human Resource Development. IEDUP has its Governing Board, chaired by Additional Chief Secretary, MSME & Export Promotion, Govt. of U.P.

IEDUP is involved in Training, Capacity building, Workshops, Seminars, Consultancy, Research Studies, Evaluation, Monitoring etc. supported by State and Central departments, ministries, corporate organizations, International organizations. Aligned with its core mandate, it works with existing and potential entrepreneurs, Industry Associations, support organizations in the MSME eco-system, financial institutions. Institute has also been supporting the skilling and vocational training component, supported by various Central and State Government departments through their flagship schemes (viz. One District-One product, Vishvakarma Shram Samman Yojna, Entrepreneurship Development Programmes, Mukhyamantri Yuva Swarozgar Yojna, Prime Minister Employment Generation Programme, MUDRA, Stand Up India, Start Up India).

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Background and purpose

Throughout the year, IEDUP keeps implementing various professional activities in different locations within U.P. and in other States as well. These activities are sponsored by different departments, ministries and organizations. Most of these activities are of routine nature but still there are substantial number which are customized as per the expectations of sponsoring agencies and also keeping in mind the profile of target groups. These initiatives need dialogue with the sponsors, formulating proposals, doing follow-up till getting sanction and then implementation, and post-stage activities. Besides, there are many more activities such as developing and maintaining HR system, MIS, Data Bank, bringing out publications as Institute's image building tools, successful entrepreneurs' case studies, handling website, social media tools etc.

Inspired by young people for making positive change, IEDUP's management aims to equip young people with improved knowledge, skills and capacities to successfully bring about positive change in their lives and in their communities. With its commitment to invest in the human capital, we are looking forward to engage them in meaningful professional activities. It would provide them a strong platform towards their professional endeavors. The exposure to the functioning of the Government may be an add-on for these "Young Professionals (YPs)" in furthering their future interests.

These "YPs" shall get exposure to various Verticals/Divisions/Units within IEDUP and would be expected to contribute in our operations and activities. The engagement will support YPs through a journey of awareness, exposure and knowledge, understanding policies, guidelines, government orders etc and inculcating youth led professional culture. IEDUP will do so by building the knowledge, skills, capacities and mentoring necessary for young professionals to influence and succeed as change makers.

Against this backdrop, IEDUP, Lucknow intends to engage a team of Young Professionals possibly not older than 30 years, who will be responsible to contribute in our operations in coordination and guidance of our core team.

Supervisor: Nodal officers, different domains.

Essential Qualification and Experience:

- The applicant must be Post Graduates in Economics/Applied Economics or MBA (any stream) or Research Scholars enrolled in recognized University/Institution.
- Candidates having higher qualifications will be preferred.
- YPs applying for Research, Evaluation, Assessment domains preferably should have very good knowledge of SPSS/STRATA or any other Statistical software.
- While prior work experience is not an essential requirement for position of YP, those who do possess relevant experience shall be given preference.

Required competencies and skill set for all the positions: Self – motivated team player with a clear drive for results; Good interpersonal skills; Strong networking, especially with Government counterparts; working with the government system, Flexibility and responsiveness, developing reports and documents in English, ability to meet deadlines, Fluent in Hindi and English, written and oral communication. Proficiency in computers, MS-Office.

Major tasks, Roles & Responsibilities: The following roles and responsibilities are envisaged for Young Professionals:

- Assist IEDUP in preparing district profiles, Business plans, market-linked Project Reports, sector profiles and other reports as and when required
- Assist in publishing its monthly e-newsletter
- Prepare news, Case studies and Successful Entrepreneurs' Stories
- Prepare Data Bank of trained entrepreneurs, Develop and maintain MIS of participants trained by Institute
- Prepare training modules on various topics, as per given standards
- Assist, engage and collaborate with Institute's team in developing and drafting proposals, concept notes, by providing inputs on relevant subject as well as context Assist in organizing export related seminars and conferences
- Prepare interactive presentations as per requirement
- Engage in trainings/workshops, field studies/ data collection as and when required by Institute.
- Liaison with the field officers of Department of MSME & Export Promotion at district and zonal level in order to implement the activities.
- Handling Institute's social media platforms
- Assist IEDUP's team in managing projects/programs, its implementation, reporting and documentation.
- Assist in developing HR, Procurement, Finance Manuals and guidelines
- Any other task assigned by the nodal officer, IEDUP

Appraisal of the Young Professional

Appraisal of the Young Professional will be done monthly on a regular basis and at the end of engagement (final evaluation)

Successful Young Professionals will be awarded an official recognition of completion of the tenure (as per organizational policy)

Duration of the engagement: Eight months from the start date, and thereafter extendable on the yearly basis subject to satisfactory performance and behavior. Outstanding Young Professionals may get a chance to work on project basis in the Institute.

Official travel involved: Official travels to the field will be undertaken as required. Cost of travel will be borne by Institute as per the norms.

Remuneration: Young Professionals will receive a monthly stipend of Rs. 40,000/- depending upon their profile, skill and experience. Additional perks for contribution towards contribution in the growth of Institute can be provided (subject to approval by the higher authority).

Interested and eligible candidates may send their CV along with covering letter to iedup.director@gmail.com by **26.10.2023**, with the subject line "***Application for Young Professional***". Only shortlisted candidates will be contacted for the next stage of selection process. No TA/DA shall be given to candidates for appearing in the interview. This position is purely on contractual/project basis to provide programmatic support to Institute's activities. For further details, please visit our website www.iedup.in