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Cc: [rajeevpuri@gmail.com](mailto:rajeevpuri@gmail.com), "Ridhima Singh" <[dmad.ipa@gov.in](mailto:dmad.ipa@gov.in)>

Sent: Friday, June 12, 2020 1:08:21 PM

Subject: Uploading of advertisement for recruitment of Consultant (Skill Development & Livelihood Generation) for Sagarmala Programme ,Ministry of Shipping on the Port's website

Kind Attention: PS to Chairman to forward it to the concerned officer to upload on Port Website.

Respected Sir,

Please refer to the cited subject above. In this regard, please find eligibility conditions and job description for selection of Consultant (Skill Development & Livelihood Generation) for Sagarmala Programme ,Ministry of Shipping for hosting on the Port's website for wide circulation.

2. Last date for submission of application is **2nd July, 2020**. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED. Applications are to be addressed to:

Chief Administrative Officer,  
Indian Port Association,  
1st Floor, South Tower, NBCC Place,  
Bhisham Pitamah Marg, Lodhi Road,  
New Delhi - 110003.

With Regards,

O/o  
Admin,IPA

Indian Ports Association (IPA)1st Floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodhi Road, New Delhi-110 003Ph: **011 24369061/63, 24368334** Fax: 01124365866Website: [ipa.nic.in](http://ipa.nic.in) Email id: [ipa@nic.in](mailto:ipa@nic.in)

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## **Consultant(Skill Development & Livelihood Generation)**

### **Required Educational Qualification & Professional Experience**

1. Bachelors Degree in Social Sciences / Science / Economics / Engineering and Masters Degree in Economics / Social Sciences / Business Administration from a reputed and recognized University or Institution
2. Minimum 3 years of professional experience in government, working on projects related to skill development & livelihood generation in India
3. Experience in programme management, tendering, monitoring & evaluation process related to skill development & livelihood generation projects will be preferred
4. Good communication skills in English (written and spoken)
5. Experience of using MS Office Application (Word, Excel and PowerPoint)
6. Strong presentation skills
7. Openness to travel is required

### **Job Description**

1. Appraise skilling project proposals under Sagarmala Programme
2. Develop skilling projects in accordance with concept and compliance requirements as envisaged by the Ministry
3. Prepare all documents (e.g. Terms of Reference, RFP / RFQ cum RFP etc.) and manage the process related to appointment of consultants for skilling projects taken up by the Ministry of Shipping
4. Coordinate / facilitate stakeholder meetings for the consultants appointed by the Ministry for the skill development projects
5. Monitor and evaluate skilling projects under the Ministry of Shipping
6. Prepare Annual Plans / Program Roadmap / Master Schedule etc. for the skill development component under Sagarmala Programme
7. Assist the Ministry in development, coordination and management of schemes related to skill development
8. Assist in the activities of Adviser (Skill Development & Livelihood Generation) appointed by the Ministry
9. Provide regular inputs, information on the skilling projects, for the communication activities related to Sagarmala Programme
10. Undertake any other activity as assigned by the Ministry of Shipping

**Proposed Monthly Salary:** Rs. 2,70,000/- per month (Fixed)

**Period of Appointment:** One year on contractual basis. May be extended further on need basis.

**Place of Posting:** New Delhi