


KARNATAKA OF KARNATAKA

**DEPARTMENT OF PUBLIC INSTRUCTIONS, K.R.CIRCLE, NRUPATHUNGA
ROAD, BANGALORE-560001
NAMMA SHAALE NANNA KODUGE**

Applications are invited from eligible candidates for the position of Consultant -Private Sector Engagement on temporary basis for the period of one year in Namma Shaale Nanna Koduge Society, O/o The Commissioner of Public Instruction, Nrupathunga Road, K.R Circle, Bengaluru - 560001.

OBJECTIVE:

The core objective of this job role requires a consultant to manage the NSNK Program and promote it amongst the private sector for overall development of government schools and PU colleges in Karnataka.

JOB DESCRIPTION:

- The incumbent is required to undertake implementation of NSNK Programme smoothly.
- Excellent communication skills (both verbal and written) and documentation skills is absolutely necessary. The Consultant needs to well-versed in generating letters/ memo's/ reports/ presentations/ Meeting Minutes (especially in .doc, .xls and .pptx formats). Email etiquettes for internal and external communications should be followed incessantly.
- Must be able to synthesize information and present in verbal/documented format to Government Officials, closely associated with the NSNK Programme, on a day-to-day basis.
- General understanding of digital mediums of interaction, information extraction and knowledge sharing is required. Should be capable of arranging Zoom Meetings and/or other mediums of Digital Interactions. Knowledge sharing of new and innovative ways of working with the sole objective to produce high-quality output in relatively lesser time period is always welcome.
- It would be beneficial if the consultant has understanding of Administrative Processes and can intuitively use project management approach and skills to complete different sets of tasks in stipulated timelines.

ROLES AND RESPONSIBILITIES:

The candidate will be responsible for the following -

A) Promotion of NSNK:

- Representation of NSNK in various platforms and Identification of potential institutional partners –corporate, foundation, NGOs, multilaterals & bilateral
- Facilitation and coordination of various private sector engagement events and activities on a periodic basis
- Anchor NSNK Programme identifying the school needs and contributors contribution and registering the same in the Web Portal and Mobile App.

- Monitor, supervise and provide direction to the (proposed) social media engagement activities.
- Support and represent the Department of Education 'on all state, national and international forums of various Contributions made by Private Sector entities.

B) Developing Partnerships:

- Constant engagement with various private sector (Corporate/NGOs) for channelizing their funds for development of schools and providing quality education to students.
- Providing guidance and direction to Corporate and other Private Sector Entities towards planning their engagement with Department of Education
- Ensure smooth programmatic support partnerships and develop close coordination with Stake Holders
- Support the team responsible for Empanelment of NGOs
- Identify and develop strategic partnership and programme with private sector.

C) Maintenance and Sustenance :

- Monitor and supervise the functioning of the web portal and mobile platform
- Support private sector players in a smooth operation of their programme by helping them in overcoming procedural glitches/delays. Keep a track of suggestions and grievances (if any) and ensure timely redressals through proper channels
- On behalf of the Government in all meetings and knowledge sharing sessions NSNK Presentation to be shared with the Private Sector.
- Monitor the system of grievance redressal for smooth functioning of contribution process
- Build system and process to monitor the contributions and programmes have reached the schools and is getting properly utilized
- Facilitate the capacity building activities of the NSNK officials in Districts and Block level
- Monitor and supervise private sector engagement carried out at district, block and school level.

D) Record Maintaining and Reporting :

- Ensuring documentation of change stories showcasing outcome of private sector engagement in benefitting students in Karnataka
- Preparation of periodic and annual reports demonstrating the progress made in NSNK
- Preparation of various other reports and presentations as and when required.

Required Qualification & Experience:

- a) Master degree in economics/ social sciences/ development studies/ social work / public policy or related fields.
- b) A total of 5 - 7 years of experience of working in social sector with minimum 2 years of experience in managing projects, partnerships and networking with corporate, CSR, foundations, multilaterals etc.
- c) Candidates should have sound understanding of policies, schemes, initiatives, innovations in education sector in India are worked with atleast 3 years of

experience working on implementation projects/ research studies/ programme for promotion of quality education in Government schools in India.

d) She/he should have proficiency in English and Kannada (reading and writing).

Required Skills:

- a) The incumbent is required to be a self-starter and detail oriented.
- b) Must possess excellent documentation & presentation skills, MS Office suite.
- c) Should have working knowledge of web-portal functioning and communicative skills with software developer teams
- d) Strong analytical bent and ability to quickly understand merits of proposed initiatives and implement execution plan.
- e) Should be able to work with larger data sets.
- f) Excellent communication and negotiation skills
- g) Ability to switch between the tasks.
- h) Comfortable with ambiguity and ability to work with minimum supervision

Remuneration: INR 60000/ to 75000/ per month. This is a consolidated amount inclusive of all taxes and benefits. Taxes will be deducted as per applicable laws.

Last date of sending application –20th August 2022, 5:30 PM, (IST)

Application Process – Interested candidates should send in their CV and Cover Letter electronically to nsnksdpi2021@gmail.com with the subject line as “Application: Consultant - Private Sector Engagement, NSNK” on or before last date. Cover letter should entail how your qualification, skills and experience match the job requirement.

Selection Process:

- a) Only profiles of the candidates sending their application on or before the last date will be considered.
- b) Candidates will be shortlisted based on information provided in the CV and cover letter.
- c) Shortlisted candidates will be asked to submit a presentation on a topic to be communicated later.
- d) In person interviews of the candidates.
- e) Final selection of the candidate would be based on the experience, suitability, performance in presentation and personal interview.