



**KERALA DEVELOPMENT AND INNOVATION STRATEGIC
COUNCIL
(K-DISC)**

Planning & Economic Affairs (Innovation & Development) Department
Government of Kerala

No.CMD/K-DISC/04/2023

April 28, 2023

NOTIFICATION

The Kerala Development and Innovation Strategic Council (K-DISC), is a strategic think-tank and advisory body constituted by the Government of Kerala. K-DISC aims at bringing out path-breaking strategic plans that reflect new directions in technology, product and process innovations, social shaping of technology and creating a healthy and conducive ecosystem for fostering innovations in the State.

The Centre for Management Development (CMD) invites applications on behalf of K-DISC, from eligible and qualified candidates for filling the post of **Assistant Programme Manager/Senior Programme Executive on Contract basis**. Interested candidates may apply by sending their detailed Curriculum Vitae (CV) to **kdiscrecruitment2023@gmail.com**. The last date for receiving email application along with CV is May 15, 2023 (05.00 P.M.). The details are given below:

Position	Assistant Programme Manager/Senior Programme Executive
Vacancy*	01
Educational Qualification and Other Eligibility Criteria	<p>First Class, full time MBA/MSW/Post Graduation in Development Studies/Economics/Journalism/Mass Communication from a reputed Institution with 5 to 10 years of relevant experience in Innovation, Social Engineering/Social Development/Health Care Projects.</p> <p>{Candidates having more than 8 years of relevant experience shall be considered for the post of Assistant Programme Manager)</p> <p><u>Essential Attributes</u></p> <ul style="list-style-type: none">• Excellent communication skills in Malayalam and English, written as well as spoken, as evidenced through a written test,• Good Logical, Analytical and Critical Reasoning abilities, as evidenced through analytical and reasoning tests.• Advanced Computer Skills, as evidenced through a practical test.

	<p><u>Desirable Attributes</u></p> <ul style="list-style-type: none"> • Ability to take end-to-end ownership of deadline driven activities • Ability to efficiently manage and coordinate with multiple stakeholders across various Projects locations • Passionate about innovation, communities and social development
<p>Experience</p>	<ul style="list-style-type: none"> • Must have demonstrated experience in Project execution, coordination and/or management • Prior experience in innovation promotion or working with start-ups and in implementation of health care projects is advantageous.
<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Working with the project managers and the business customer(s) to elicit the Stakeholder and Solution requirements. • Writing and reviewing business, user & non-functional/system level requirements in the form of User stories, requirement statements and other similar structured requirements documentation. • Work with the Product Managers/Owners to prioritize and groom the User stories. • Develop requirements Specifications in the form of gap analysis of requirements to COTS products. • Develop requirements in the form of configuration requirements for COTS products.
<p>Analytical/Decision Making and Project Management Responsibilities</p>	<ul style="list-style-type: none"> • Able to work under minimal supervision selecting the appropriate methods to elicit and document requirements and adjusting approach to suit location and role of stakeholders who will include service owners, support teams, technical and project leads from the programme and the vendor. • Follow the project strategy to elicit and document requirements. • Defining the procedures on how the requirements will be managed (i.e. base lining requirements, requirements change control and requirements traceability etc.) • Selecting the appropriate analysis and specification models and ensuring that requirements are of high equality. • Assessing change requests related to requirements to assess overall impact. • Determining ‘fit for purpose’ requirements • Advises leadership of potential issues which could impact other project deliverables. • Prepare Project plans and track and monitor project efficiently. • Prepare management reports, technical and administrative documents and presentations. • Stakeholder Management and Communication

	Management.
Age as on 01.04.2023	Maximum 36 Years
Remuneration Range#	Rs.42,500/- – Rs.60,000/-

* May vary

Remuneration will be fixed based on the qualification and relevant experience of the candidate.

General Instructions

- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying.
- K-DISC/CMD is not responsible for any discrepancy in submitting the application.
- The applicant should not submit any false, tampered, fabricated information or suppress any material information while submitting the application. If the particulars furnished in the application do not tally with the Original documents produced by the Candidates his/her candidature will be rejected.
- K-DISC reserves the right to fill or not fill the post advertised.
- Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CMD may send intimation to download call letters for Interview through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online and must maintain that email account and mobile number.
- Admittance to various stages of the recruitment will be provisional only and will not confer any claim unless various other conditions of selection process are satisfied. Detailed scrutiny of the credentials will be done before interview/appointment. Any discrepancy found during the detailed scrutiny or at any stage of the recruitment process will result in the rejection of the candidature.
- Canvassing in any form will lead to disqualification. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
- Candidates shall upload the Curriculum Vitae in PDF formats only. Other formats will not be accepted.

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Authorized Signatory