



## दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय

**DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY**

(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)

Head Office: DSEU Dwarka Campus (formerly known as Integrated Institute of Technology)  
Sector 9, Dwarka, New Delhi – 110077

**Date: 11.07.2022**

### **Advertisement for the Post of ASSOCIATE CONSULTANTS**

#### **ASSOCIATE CONSULTANTS**

The WomenWorks Programme will recruit 5 Associate Consultants with specialized domain knowledge who will be responsible for supporting the Project Head and Consultants in providing strategic direction to the programme. Each Associate Consultant will be placed in one of the following 5 verticals -

- **Capacity Development**
- **Monitoring and Evaluation**
- **Operations Management**
- **Strategic Partnerships and Communications**
- **Business Development and Strategy**

#### **ROLES AND RESPONSIBILITIES OF ASSOCIATE CONSULTANTS**

- Associate Consultants will be responsible for regularly holding meetings at Anganwadi Hub Centres (AHCs); participating in on ground work, to assess the needs of the programme and to support the Fellows
- They will split their time between the Anganwadi Hub Centres and Delhi Skill and Entrepreneurship University
- Each Associate Consultant will support their domain specific Project Consultant on all the matters pertaining to the Project
- Manage ad hoc tasks if any, assigned by the competent authority.

The expertise-specific roles and responsibilities of the Associate Consultants will be as follows:

### **CAPACITY BUILDING ASSOCIATE CONSULTANT**

- Work closely with the Capacity Building Consultant to create a training calendar and develop training materials
- Conduct a needs assessment for the women at AHCs to identify the specific skills in which the women need training
- Ensure timely implementation of skill trainings/workshops
- The Associate Consultant along with Fellows have to identify community leaders who will be responsible for sustaining activities in the hub and organize capacity building programs for them.

### **MONITORING AND EVALUATION ASSOCIATE CONSULTANT**

- Work closely with the Monitoring and Evaluation Consultant to set up a robust monitoring and evaluation (M&E) system to support WW
- Develop monitoring and impact indicators to measure the progress of the programme
- Provide regular, rigorous analysis and updates to the Project Consultant regarding progress and the challenges faced
- Generate reports on critical lessons learned, impact achieved and good practices
- Excellent knowledge of monitoring and evaluation methods.

### **OPERATIONS MANAGEMENT ASSOCIATE CONSULTANT**

- Work closely with the Operations Management Consultant to strategize the community mobilization strategy with the fellows on ground;
- Commitment to make frequent and regular field visits
- Support Consultant in designing and developing regular training programmes that respond to the learning needs of WWP Fellows
- Regularly reach out to the fellows to meet their operational and logistical needs
- Receive, review and resolve grievances that may arise in the Fellowship.

### **STRATEGIC PARTNERSHIPS AND COMMUNICATIONS ASSOCIATE CONSULTANT**

- Work closely with the Strategic Partnerships and Communications Consultant to drive central partnerships and market linkages to sell and promote products/services produced by women at AHCs
- Design marketing and branding strategies for specific businesses undertaken by women
- Track government schemes related to women entrepreneurs that will help women entrepreneurs avail any government provided benefits
- Help design and conduct sessions to train fellows and women at AHCs in suitable branding and marketing strategy

## **BUSINESS DEVELOPMENT AND STRATEGY ASSOCIATE CONSULTANT**

- Work closely with the Business Development and Strategy Consultant to help women navigate the hurdles in setting up a new enterprise
- Support the fellows in different technical areas such as helping women keep accounts, manage finance, legal work, packaging, building a brand and sales etc
- Ensure quality control of products/services and create robust quality assurance tracking system
- Ensure up to date due diligence of women led businesses is conducted and documented; provide technical support as required
- Strategize business activities and research according to the needs outlined by the women entrepreneurs with assistance of Project Consultant.

## **REQUIRED QUALIFICATIONS**

**Essential:** Bachelor degree in any discipline with minimum 50% (or equivalent CGPA) Or Post Graduate degree with minimum 50% (or equivalent CGPA)

**Desirable:** Specialization in Business Administration or any degree related to the 5 verticals specified above.

## **EXPERIENCE**

**Essential:** Graduate with at least three years of work experience or Post Graduate with at least one year of work experience

**Desirable:**

- Experience in managing large scale community development projects
- Experience of working in sector specific roles such as marketing, branding, finance, monitoring evaluation or any other domain relevant to the above-mentioned verticals
- Any relevant experience of setting up your own business, working in startups or on programmes promoting entrepreneurship.

**LANGUAGE REQUIREMENT:** Fluency in English and Hindi is essential

**AGE LIMIT:** The candidate should be younger than 35 years of age on 1 January, 2022.

## **CORE COMPETENCIES**

- Excellent people and team skills
- Commitment to do regular fieldwork
- Good communication and presentation skills
- continuously seeks to learn, share knowledge and innovate
- Takes ownership of the project

**REMUNERATION:** Associate Consultants will receive a monthly remuneration of ₹75,000/- (Consolidated)

**TERMS OF ENGAGEMENT:** The Associate Consultants will be on probation for the first three months, and only after successful review of the activities in the period, will they be allowed to continue for the full length of their contract. The initial term of engagement shall be of two years with a subsequent extension of another one year. The salary shall remain fixed for the entire period of contract (as mentioned above).

### **HIRING PROCESS**

- A two-step hiring process will be followed. In the first step, all applicants will have to submit an online application form before midnight on the last date of submission. Late entries will not be considered
- Shortlisted applicants will receive an email confirmation within first week of August submitting their application
- In the second stage, selected applicants will have an interview round
- Final list of successful applicants will be uploaded on the website and a confirmation email with the next steps will be sent within 10 days.

### **GENERAL INSTRUCTIONS**

- All eligible Nationals of India are encouraged to apply
- Before applying, candidates should ensure that they fulfill all the eligibility criteria.
- No correspondence whatsoever will be entertained from applicants regarding any delays, conduct, and the result of the selection process.
- The decision of DSEU in all matters relating to eligibility, acceptance, or rejection of the application, the penalty for false information, mode of selection will be final and binding on the candidates and no inquiry or correspondence will be entertained by DSEU in this connection.
- DSEU reserves the right to cancel the candidature of the candidate at any stage of the recruitment process and even after the selection/appointment of the candidate if he/she does not fulfill the conditions specified in the notification.
- Incomplete applications and those received after the closing date or without relevant documents shall be rejected.
- Original documents will be required to be presented for verification as and when asked by the University.
- The last date for applying is the **31st of July, 2022**.
- Please fill in the form for your application on <https://forms.gle/aGFUPradJFSiQJdRA>
- Queries pertaining to the positions may also be mailed to [womenworks@dseu.ac.in](mailto:womenworks@dseu.ac.in)