

BIHAR VIKAS MISSION

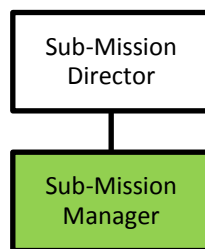
Job Description



1. General Information

Position Title:	Sub-Mission Manager
Reports to:	Sub-Mission Director
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Executive Support

- Conduct research, analyse reports and data and provide insights, at request or at own initiative, regarding quantitative and qualitative developments of various schemes and initiatives under BVM to superior to facilitate decision-making
- Assist superior and his / her team in developing presentations, reports, correspondence and other documents for BVM-related activities, as required
- Assist superior and his / her team in interpretation of analysis and reports provided by other BVM teams and individuals (like Nodal Data Analytics Centre, Sub-Mission Directors etc.)
- Review relevant incoming correspondence and ensure routing to responsible officer, attaching background documents and highlighting areas requiring action and ensure outgoing correspondence and reports conform to applicable Government standards and procedures
- Participate in meetings, events, conferences etc. related to BVM, coordinate administrative preparation ensuring all necessary documents and travel requests are sent to participants and prepare and distribute relevant post-event documents (like minutes of meeting, action plans, summary documents etc.), as required
- Obtain briefing and prepare background materials (presentations etc.) for meetings, events, conferences etc. related to BVM and ensure complete documentation is provided to superior and / or the unit staff attending the meeting
- Create and / or maintain databases and filing systems and ensure that the relevant documents and information are stored in a proper manner with ease of access and retrieval
- Maintain relationship and liaise with internal staff at all levels to ensure that the required support is provided / received and relevant activities are carried out in an effective manner
- Interact with and manage external stakeholders (like other Government officials, vendors etc.) to exchange information and provide required support, as directed by superior

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Reporting

- Provide insights and information to superior, at request or at own initiative, by means of periodical and ad hoc reports
- Provide guidance and assist other internal staff in the preparation of timely and accurate reports, as directed by superior

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Follow all relevant policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience

Essential

- PG Diploma or Master's degree in Business Administration / Economics / Public Policy / Social Work / Development Studies from any of the top 75 institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings and / or UGC recognized University Rankings, as updated from time to time
- Minimum 3 years of post-qualification experience with at least 1 year of experience in an Executive Assistant role to top management and with exposure to data analytics in a reputed private organization / multinational corporation (Revenue > 100 crores; Total employees > 100)

Preferred

- Less than 30 years of age as on 1st January 2017
- Experience of working with state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB)

5. Knowledge and Other Skills

- Good interpersonal skills
- Ability to deal with senior Government and non-Government stakeholders and to handle confidential information
- Data analysis and numerical ability
- High computer literacy skills with thorough knowledge of MS Office suite of products and technology savvy
- Good organizational and planning skills
- Good knowledge of reporting procedures and formats

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6. Competencies		Basic	Proficient	Expert
i.	Strategic / Innovative Thinking	✓		
ii.	People First	✓		
iii.	Consultation and Consensus Building	✓		
iv.	Initiative & Drive		✓	
v.	Problem Solving		✓	

Basic	Proficient	Expert
<i>Aware of principles and their application</i>	<i>Sufficiently competent to work alone</i>	<i>Competent to support and advise others</i>