**India Centre for Migration**

1. **Position: Head, Projects**

Organization: India Centre for Migration

Duration of Contract: Two Years

Duty Station: New Delhi, India

**2. About the India Centre for Migration**

The India Centre for Migration (ICM) is a registered not-for-profit society established by the Ministry of Overseas Indian Affairs, Government of India in July 2008 to serve as a think tank on all matters relating to international migration. The ICM undertakes empirical, analytical and policy related research, implements pilot projects to document good practices and assists in capacity building at the sub-national level

amongst stakeholders in the field.

**3. Key Responsibilities**

Under the overall supervision of Chief Executive Officer of the India Centre for

Migration, the successful candidate will be responsible for:

a) Design, manage and monitor operation of various projects and their

components including staffing, project development, project performance,

and tracking of deliverables

b) Develop systems, procedures and ensure compliance for the project as

agreed with various project partners

c) Plan out and assist the team members in implementation of activities

identified under projects at the Centre

d) Ensure that the projects meet targets, budgets and timelines, with

appropriate reporting, monitoring and evaluation

e) Liaise and contact relevant stakeholders such as various internal units,

other State agencies, projects’ partners as required for implementation of

the projects

f) Scout newer areas of opportunity to collaborate and subsequently develop

new project proposals for funding by external agencies

g) Any other activities as advised by the CEO, ICM

**4. Essential Qualifications**

a) Post-graduation in any Social Sciences or other related subjects.

Candidates with Masters in Project Management or MBA can also apply

b) Strong drafting and presentation skills

c) Professional experience in project implementation for at least two years,

especially in the field of migration

**5. Desirable Qualifications: Education and Experience**

a) Ph.D. in Social Sciences or related subjects

b) Experience of work relating to migration

**6. Competencies**

a) Excellent communication and interpersonal skills

b) Proven skills in liaison with government institutions

c) Efficiency, flexibility, high level of professionalism and ability to work under pressure and adhere to strict deadlines

d) Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds

**7. Languages**

Fluency in written and verbal English is mandatory. Working knowledge of Hindi is

desirable.

**8. Salary**

INR 80,000-1,00,000 per month all inclusive (negotiable on basis of experience). The

appointment will be made purely on outsourced basis and selected candidate will have to follow the terms and conditions defined by the India Centre for Migration and will have no claim on the terms and conditions of the services as defined by the Government of India.

Applicants in the grade pay of Deputy Secretary to GoI (Rs.7600) or Director to GoI

(Rs.8700-8900) can also apply to work on deputation. Interested candidates may submit cover letter and resume to webmastericoe@gmail.comby 20 April 2013. Only short-listed candidates will be contacted.

For details, please visit MOIA website:

<http://moia.gov.in/services.aspx?mainid=383>