



NATIONAL INSTITUTE OF PUBLIC FINANCE AND POLICY

An Autonomous Research Institute under the Ministry of Finance,
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Dated: 06/12/2022

Vacancy Announcement

Project Manager

NIPFP is a premier research and training institute in public finance, public economics and policy.

NIPFP intends to appoint a Project Manager **on an annual contract basis** for its ongoing and future projects and training program. The candidate will be required to manage training programme by coordinating with different Government (Central or State) agencies. The job will also involve preparation of proposals, budgeting, course material, maintaining the academic calendar and submission of periodic reports and returns as per the requirement of the projects. The candidate will also be required to participate, initiate correspondence and explore possibilities of new projects, training programs, liaising, etc. with other agencies/ Govt. Departments as the case maybe. Editing of website content on related activities before uploading on the Institute's website shall also be a part of the job.

No. of Posts: One (Full time)

Compensation: A minimum consolidated fee of ₹75,000/- per month

Requirement for the Job: Completed Master's Degree (preference will be given to mass communication/ public policy/ economics/ or related disciplines in humanities/ development studies) from a reputed university with at least 04 years of experience. The candidates must have a good working knowledge of ICT.

Desirable:

1. Excellent oral, communication and drafting skills – English/ Hindi
2. Work experience in handling/ managing funded projects/ research programs/ online research/ article platforms

Note:

1. Length of experience in case of candidates otherwise well qualified may be relaxed.
2. Compensation will be decided based on qualification and relevant work experience.

Interested candidates may apply for the position with an updated CV (*not exceeding 3 pages*). Applications are to be sent via Email to projectvacancies@nipfp.org.in on or before 5 p.m. on **09th December 2022**. The email must contain the post title in the subject line. Only shortlisted candidates will be contacted by NIPFP for personal interview.

NIPFP reserves its right to cancel the recruitment process at any stage without assigning any reason.

Sr. Admin. Officer