सत्यमेव जयते

F.No.1/1/2015/Appts-MAEF
Government of India
Ministry of Minority Affairs

Maulana Azad Education Foundation

(An autonomous body under Ministry of Minority Affairs)

Invites Applications to fill the vacant Posts

Maulana Azad Education Foundation (MAEF), a society established under the Ministry of Minority Affairs to promote education among educationally backward minorities and other weaker sections. The Primary activities of MAEF are centered around the following schemes / programs *viz.* (i) Scholarships, (ii) Grant-in-Aid, (iii) Educators Capability Building; (iv) Institutional Capacity Building; (v) Social Innovations in skill development & Employability Building; and (v) Research Observatory. MAEF invites applications from eligible candidates for filling up following posts on deputation basis by Government Officials or from Non-official Professionals on contractual basis for a fixed term of 5 (five) years:

S. No	Name of the Post	Posts	Age Limit	Qualifications for Non-official Professionals	Qualifications in case of Government Officials on deputation
1	2	3	4	5	6
1.	**Manager**	**3**			
(i)	Research & Institutional Building	01	35-50 years	Post –graduate with at least 7 years of experience in ***Relevant*** Field with at least 3 years in a managerial capacity.	Central Government Officers working as Under Secretary in the Pay-Band of Rs. 15600-39100/- with Grade Pay Rs.6600/- or a Section Officer with 6 years of regular service as Section Officer. **Desirable:** (For Manager Finance) Persons with experience in Audit/Accounts/ Finance.
(ii)	Administration	01			
(iii)	Finance, MIS-IT	01			
2.	**Assistant Manager**	**3**			
(i)	Research & Institutional Building	01	30-45 years	Post-graduate (preferred) with at least 5 years of ***Relevant*** experience.	An Officer working at the level of Section Officer and drawing a grade pay of Rs. 5400/-. **OR** Section Officer with two years of regular service as Section Officer in Grade Pay of Rs. 4800/-
(ii)	Administration	01			
(iii)	Finance & MIS-IT	01			

2. Interested candidates may apply to the Secretary, MAEF, Maulana Azad Campus, Chelmsford Road, New Delhi-110055 with their bio-data as per the proforma available on the website given below by 22nd February, 2016 by speed post. For further details on the Eligibility, Pay, Terms & Conditions and Duties, please visit our website www.maef.nic.in. Government officials applying for the post may forward their advance application to the above address while submitting the same through proper channel.

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1. **Name of the Post:- Manager**

   Total No. of Posts: 3 (Three).

   Age Limit :- 35-50 years

   Qualifications in case of recruitment by Deputation:- Central Government Officers working as Under Secretary in the Pay-Band of Rs. 15600-39100/- with Grade Pay of Rs. 6600/- or a Section Officer with 6 years of regular service as Section Officer. For the post of Manager Finance, the applicants with experience in Audit/Accounts/Finance will be desirable.

   Educational & Other Qualifications for Contractual appointment: Post–graduate with at least 7 years of experience in ***Relevant*** Field with at least 3 years in a managerial capacity.

   Pay for Government Officials:- As applicable as per Government Rules on pay for offices on deputation + HRA as decided by the MAEF for the category of employees. They will not be entitled for Government Accommodation provided by the Ministry of Urban Development.

   Pay for Contractual Official: Rs.65000/- + Rs.25,000/- (HRA) + Rs.8000/- (TA) + Rs. 1500/- (Medical Insurance)+ Rs.6500/(EPF) + Rs. 3000/- (Children Education Allowance on submission of claim).

(i) Manager- Research & Institutional Building

Primary Tasks/Responsibilities:

- Leadership on development of capacity building programme is required for this role
- Lead on the integration of quality assurance mechanisms for capacity building interventions, including the development of case studies and the measurement of long term outcomes.
- Identify capacity-building needs.
- Work closely with the stake holders on developing training plans and implementation of trainings at the state and district level.
- Provide technical support in reviewing and designing training schedules
- Input into developing training modules based on assessed needs
- Manage the monitoring mechanism to maintain a database of trainers and trainees
- Coordinating Trainings, Organize Training of Trainers (TOT) and workshops at the state level, as appropriate.
- Perform any other tasks assigned from time to time.
- Innovate and generate new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
- Maintains awareness of new developments in own area of expertise and promotes this knowledge with others who may benefit
- Aptitude for technical innovations and data analytics.

(ii) Manager- Administration

Primary Tasks/Responsibilities:

- Plans, directs, analyses and coordinates one or more special project or ongoing accounting of grants, contracts and financial aid.
- Monitoring the implementation of schemes.
- Oversee financial administration and ensure adherence to grantors' and organizational policies and procedures.
- Working extensively to look for corporate donations under CSR
- Writing and presenting proposals to the prospective donors and funders
- Managing the grant application process and ensuring that reporting is tracked and meets donors' expectations
- Developing relationships with major donors, identifying new potential major donors and nurturing relationships
- Maintaining relationships with all donors, supporters and sponsors through report/ update sharing
- Management and financial tasks
- Preparing need based fundraising budgets for approval
- Recording, monitoring and reporting financial progress

- Recruiting and managing volunteers for a fundraising project.
- The incumbent will take overall leadership on developing, implementing and evaluating a capacity building programme to support the delivery of MAEF programmes with a particular focus on “identified needs”.
- Take initiative to liaise with Government and Non-Government actors.
- Builds and maintains effective relationships, with own team, colleagues, members, donors and partners.
- Building Partnerships Partners with the state and district level stakeholders to assess and understand the capacity needs and provide support.
- Facilitate the monthly review of activities undertaken by UNDP Pos.

(iii) Manager- Finance & MIS-IT

Primary Tasks/Responsibilities:

- Propose realistic and implementable measures to manage risks and improve capacity where necessary.
- Ensure the audit plan for each grant meets MAEF fund guidelines before approval of the plan.
- Review the financial aspects of progress update/disbursement requests and to work with the national level team to make a well documented and robust disbursement decision which complies with the MAEF disbursement guidelines.
- Gather and provide timely and accurately data for financial planning and forecast;
- Ensure proper financial risk management: identify and mitigate risks
- Where necessary facilitate meaningful change in the financial management of grants through extended involvement in the change process
- Identify and manage appropriate financial knowledge management through MIS for supporting grant management process
- Oversee scheduling and technical performance of organisational programmes through MIS.
- Responsible for administration direction, which involves working with the overarching structure, processes and procedures to accomplish objectives, which include metrics of success and deliverables.
- Alignment entails top-down vision, goals and objectives from MAEF strategy flowing through to successful completion of projects for program objectives.
- Assurance includes checks and balances for compliance with standards and vision alignment.
- Management involves regular reviews for accountability and successful supervision of stakeholders.

2. **Name of the Post:- Assistant Manager** (Scholarships, Grant-in-Aid, Educators Capability Building; Institutional Capacity Building; Social Innovations in skill development & Employability Building; and Research).

No. of Posts: 3 (Three)

Age Limit:- 30-45 Years

Qualifications in case of recruitment by Deputation:- An Officer working at the level of Section Officer and drawing a grade pay of Rs. 5400/-.**OR** Section Officer with two years of regular service as Section Officer in Grade Pay of Rs. 4800/-.

Educational & Other Qualifications for Contractual appointments: Post-graduate (preferred) with at least 5 years of ***Relevant*** experience.

Pay for Government Officials:- As applicable as per Government Rules on pay for offices on deputation + HRA as decided by the MAEF for the category of employees. They will not be entitled for Government Accommodation provided by the Ministry of Urban Development.

Pay for Contractual Official: Rs.55,000/- + Rs.20,000/- (HRA) + Rs.6000/- (TA) + Rs. 1500/- (Medical Insurance)+ Rs. 5500/- (EPF) + Rs. 3000/-(Children Education Allowance on submission of claim).

Primary Tasks/Responsibilities:

- Responsible for independently managing tasks within his or her domain of work and supervision. Capable of coordinating independently with external agencies for tasks of a routine nature.
- Accomplish human resource objectives by recruiting, selecting, orienting, training, assigning, employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Achieve operational objectives by contributing information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Meeting financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Enhances department and organization reputation by accepting ownership for accomplishing new and upcoming tasks;
- Exploring opportunities to add value to job accomplishments.
- The Assistant Manager will be required to assist the Manager with whom he is associated in disbursing his duties. The details of which have been mentioned above in the Tasks/Responsibilities for the corresponding Manager Posts Category of Scholarships; Institutional Capacity Building; Social Innovation and Educator Capability Building; Grant-in-aid; Finance/MIS/IT; and Personnel & Administration.
- The Assistant Manager, Communication/Networking, is expected to be anchoring all the communication of the organisation with support of Programme Associate.

- The Assistant Manager, Monitoring and Evaluation, will act as the focal person for MAEF, providing technical guidance and oversight for the design and implementation of M&E plans.
- The Assistant Manager, Research, his role will be to document and disseminate the key lessons and findings from project evaluations and operations audit for organizational learning and decision making. The incumbent will gather relevant information regarding best practices in program design, monitoring and evaluation from within and outside MAEF and share it with field staff to facilitate organisational learning and experience sharing. Pro-actively identify advocacy opportunities, case studies and research opportunities which link with wider organisational strategic objectives, and turn these into action.

The interested candidates may apply to the **Secretary, Maulana Azad Education Foundation (MAEF), Chelmsford Road, New Delhi-110055** with their bio-data as per the proforma available on the website by 22nd February, 2016 by speed post. Government officials applying for the post may forward their advanced application to the above address while submitting the same through proper channel.

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PROFORMA BIO-DATA

(For Government Officials applying for Deputation)

Affix Self Attested Photograph

Post Applied for:

[Need to mention about the category of the post for which the applicant applies. For example: Manager (Communication/Network etc.); Assistant Manager (Research/etc.)**]**

1	Full Name (in Block Letters)				
2	Date of Birth				
3	Religion				
4	Service				
5	Present Designation with Office Address				
6	Pay Details (To mention the date from which drawing the present Grade Pay)				
7	Address for Correspondence				
8	Contact Number (Office): (Mobile): E-mail:				
9	Education Qualifications				
10	Complete Experience/Posting Profile				
Sl.No.	Period	Post held/Organization	Cadre post/Deputation post	Place of Posting	Brief Job description
11	Whether the officer has been on deputation earlier. If s please provide details of organization, nature of deputation and period (dates) of deputation.				
12	Relevant Experience				

Certified that the above particulars are correct and complete.

Signature of the applicant
Date:

PROFORMA BIO-DATA

(Expert Non-official Professionals applicant applying for the post of Manager & Assistant Manager)

Affix Self Attested Photograph

Post Applied for:

[Need to mention about the category of the post for which the applicant applies. For example: Manager (Communication/Network etc.); Assistant Manager (Research/etc.)**]**

1	Full Name (in Block Letters)			
2	Date of Birth			
3	Religion			
4	Address for Correspondence			
5	Contact Number (Mobile): E-mail:			
6	Education Qualifications			
7	Complete Experience/Posting Profile			
Sl.No.	Period	Post held/Organization	Place of Posting	Brief Job description
8	Relevant Experience			
9	Any other Achievements			

Certified that the above particulars are correct and complete.

Signature of the applicant
Date:

Note:- Self attested copies of credentials to be enclosed.