



कोयर् बोर्ड
सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
COIR BOARD
MINISTRY OF MSME, GOVT. OF INDIA
AN ISO 9001:2015 CERTIFIED ORGANIZATION

No : F/2/2016-PM

Date : 06/03/2018

**INVITES APPLICATIONS FOR THE POST OF
CHIEF PROGRAMME OFFICER & POLICY SUPPORT MANAGER**

Applications are invited for (01) position of Chief Programme Officer, and Policy Support Manager (4) on project mode, by Coir Board, MSME, to work at MSME, New Delhi, for a period of one year to be extended on mutual requirement.

Role	Chief Programme Officer	Policy Support Managers(4)
Responsibilities	The CPO will be immediately tasked with drafting of a National Coir Policy and National Coir Mission, apart from handling other tasks of reengineering of Coir Board to improve productivity and revitalization of the coir sector as well as providing policy/strategic inputs for other programmes of MSME.	The Policy Support Managers will provide research, data collation and managerial support to the CPO for framing of policies and mission and other such related assignments entrusted to the CPO by the Ministry.
Reporting*	The Chief Programme Officer will report to the Economic Advisor, MSME and Chairman Coir Board and Secretary Coir Board.	The Policy Support Managers will report to the Chief Programme Officer.
Qualifications and Experience	The CPO candidate should be a post-graduate with qualifications in public administration/public policy etc. from national/international premier institutes. He/She should have worked in the domain of publicpolicy/development/infrastructure sector for atleast 20 years of which a minimum of 5-6 years of experience should have been in leading policy formulation and programme implementation on a National scale at Government of India and should have should also have proven experience in building Missions and handling large teams at the National Level, which would include coordination with State Governments to achieve Mission targets, across the country.	The policy support managers should have post graduate qualifications in the relevant domain (management/policy/rural development/sustainable livelihoods) from premier national /international institutes. They should have relevant work experience of not less than 5 years and not more than 10 years.
Age	Between 40-50 years	Between 28-35 years
Compensation	As per industry standards for similar experience profiles	
Last date for applications	March 23 rd , 2018	

- The reporting structure may be changed at the discretion of the Ministry, as per the requirement, from time to time.

The applications, along with detailed CV are to be addressed to Secretary, Coir Board, Kochi. Soft copies may be sent to jdp@coirboard.org/admofficer@coirboard.org

Only shortlisted candidates will be called for Interview at MSME, New Delhi/Coir Board,Kochi. No TA/DA will be paid to the candidates appearing for the interview. All candidates are advised to mention clearly their email and contact number in the application.

The details of the roles and responsibilities can be found in the web site www.coirboard.nic.in/coirboard.gov.in

**Ernakulam,
06.03.2018**

**Sd/-
SECRETARY, COIR BOARD**



कयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
Ministry of MS&ME, Govt. of India)

कयर हाउस, एम.जी.रोड., कोच्ची - 682016
Coir House, M.G. Road, Kochi - 682016
तार/ Gram : COIR BOARD
दूरभाष/ Ph : 0484-2351954, 2351807, 2351788
फैक्स / Fax : 0484-2370034, 2354397
ई-मेल/ E-mail : coir@md2.vsnl.net.in
वेब/ Web : www.coirboard.nic.in, www.coirboard.gov.in

F/2/2016-PM

06.03.2018

1- Chief Programme Officer (CPO) - detailed terms of reference

Applications are invited for filling up of one vacancy of Chief Programme Officer on Project Mode under Coir Board. The Qualifications and experience of the CPO are as given below:

Roles & Responsibilities	Qualification and Experience
<p>Reports to the Additional Secretary/Secretary Coir Board and Chairman, Coir Board and reports deliverables on periodic basis to the Ministry for the following tasks:</p> <p>1. The CPO will be immediately tasked with drafting of a National Coir Policy and National Coir Mission which includes</p> <ul style="list-style-type: none">• Conducting initial market scan of industry.• Meeting various stakeholders and hold Stakeholder Workshops-both domestic and international to understand current situations, related issues and possible synergies.• Synthesis and collation and articulation of findings into the National Coir Policy.• Preparing the broad Framework of Implementation for the National Coir Mission.• Drafting Cabinet Notes and obtaining approvals from Cabinet- this includes making presentations to concerned stakeholders for getting approvals.• Develop Mission frameworks / guidelines and support to Ministry to obtain all approvals.• Dissemination and training to States and stakeholders - both domestic and international-including promoters, exporters, worker federations etc• Develop and frame targets for all stakeholders under	<p>1. The CPO candidate should be a post graduate with qualifications in public administration/public policy etc from national/international premier institutes.</p> <p>2. He/She should have worked in the domain of public policy/development/infrastructure sector for at-least 20 years. Of which a minimum of 5-6 years should be in leading policy formulation and programme implementation on a National scale at Government of India and should have proven experience in building Missions and handling large teams at the National Level along with coordination with all State Governments to achieve Mission targets, across the country.</p>

the NCM

- Implementation of Mission towards stated and agreed targets.
2. The CPO will also be given other additional assignments which include reengineering of Coir Board to improve productivity and revitalization of the coir sector as well as providing policy/strategic inputs for other related programmes of Ministry of MSME.

Ernakulam,
06.03.2018

Sd/-

SECRETARY, COIR BOARD



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(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार
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2- Policy Support Managers- detailed terms of reference

Applications are invited for filling up of one vacancy of Chief Programme Officer on Project Mode under Coir Board. The Qualifications and experience of the Policy Support Manager are as given below:

Roles & Responsibilities	Qualification and Experience
<ol style="list-style-type: none">1. Support to CPO on all policy related domains.2. Collate all research and data into required domains as directed by CPO.3. Support to CPO in all drafting and policy formulation exercises.4. All other drafting, research and policy support required under the Mission.	<ol style="list-style-type: none">1. The policy support managers should have post graduate qualifications in relevant domain (management/policy/rural development/sustainable livelihoods) from premier national /international institutes.2. They should have relevant work experience of not less than 5 years and not more than 10 years.

Ernakulam,
06.03.2018

Sd/-

SECRETARY, COIR BOARD



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06.03.2018

2-Implementation Support Manager- detailed terms of reference

Applications are invited for filling up of one vacancy of Chief Programme Officer on Project Mode under Coir Board. The Qualifications and experience of the Implementation Support Manager are as given below:

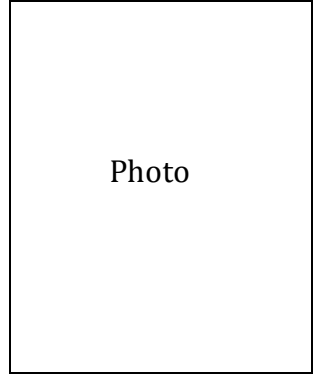
Roles & Responsibilities	Qualification and Experience
<ol style="list-style-type: none">1. Support to CPO on all reengineering tasks.2. Co-ordination support with coir board headquarters and other offices in India3. Support to CPO in ensuring achievement of targets set under the framework.4. Overall Support in execution of implementation deliverables.	<ol style="list-style-type: none">3. The implementation support managers should have post graduate qualifications in relevant domain (management/rural development/sustainable livelihoods) from premier national /international institutes.4. They should have relevant work experience of not less than 5 years and not more than 10 years.

Ernakulam,
06.03.2018

Sd/-

SECRETARY, COIR BOARD

**PROFORMA FOR APPLICATION FOR THE POST OF
CHIEF PROGRAMME OFFICER, COIR BOARD, MSME**



1. NAME OF THE APPLICANT :
2. DATE OF BIRTH :
3. CATEGORY- (SC/ST/OBC/GEN) :
4. DETAILS:
 - i. Address for Communication :
 - ii. Permanent Address :
 - iii. Mobile No :
 - iv. Land Line no :
5. ACADEMIC QUALIFICATIONS (Starting from latest to earliest and enclose scanned copies) :

Year		Institution	University	Degree
From	To			

6. WORK EXPERIENCE(Starting from latest to earliest):

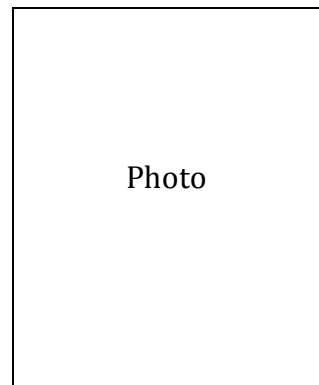
Year		Organisation	Title/Designation	Roles/Responsibilities
From	To			

7. REFERENCES (Atleast 3 references with Mobile Nos.) :
8. STATEMENT OF PURPOSE (with description of suitability for the job in 150 words):
9. PREFERRED STATION FOR INTERVIEW IN CASE SHORTLISTED :
(1) DELHI (2) KOCHI
10. I HEREBY CERTIFY THAT THE ABOVE FACTS ARE TRUE :

SIGNATURE OF CANDIDATE

Date:
Place:

**PROFORMA FOR APPLICATIONS FOR THE POSTS OF
POLICY SUPPORT MANAGER AND IMPLEMENTATION
SUPPORT MANAGER, COIR BOARD,MSME**



1. NAME OF THE APPLICANT :

2. DATE OF BIRTH ;

3. CATEGORY- (SC/ST/OBC/GEN) :

4. DETAILS:

i. Address for Communication :

ii. Permanent Address :

iii. Mobile No :

iv. Land Line no :

5. ACADEMIC QUALIFICATIONS (Starting from latest to earliest and enclose scanned copies) :

Year		Institution	University	Degree
From	To			

6. WORK EXPERIENCE(Starting from latest to earliest) :

Year		Organisation	Title/Designation	Roles/Responsibilities
From	To			

7. REFERENCES (Atleast 3 references with Mobile Nos.) :

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