

## Terms of Reference

### Requirement of Official/Consultant on Direct Contract Basis

#### Position: Theme Leader – Gender & Financial Literacy – 1 post at SIDBI, New Delhi

**Small Industries Development Bank of India (SIDBI) invites application from interested candidates for the post of Theme Leader – Gender & Financial Literacy on Contractual basis (full time) as detailed below:**

#### **JOB PROFILE**

- Provide strategic oversight on Gender related program design and delivery to ensure it meets Gender equality goals;
- Leadership and decision-making on gender equality;
- Identify gender equality gaps in program plan, design and implementation and take appropriate steps to redress these;
- Working in close co-ordination with Mission Swavalamban of SIDBI;
- Support and capacitate SIDBI on integrating/incorporating gender equality in their work areas/deliverables;
- Represent SIDBI in various fora/events and brief the higher-ups on the same;
- Manage and promote gender sensitive policies, operations and implementation – contract appropriate agency/individual, oversee design, assure quality and undertake mainstreaming initiative;
- Manage the women's empowerment and financial literacy training programs;
- Initiate discussions on Gender & financial inclusion and disseminate learning within and outside the Bank;
- Build/maintain strong working relationships with all concerned stakeholders,
- Any other work as assigned by SIDBI.
- SIDBI reserves the right to relocate the Official/Consultant to any other place at its discretion.

#### **EDUCATIONAL QUALIFICATION, WORK EXPERIENCE etc.**

- Masters Degree in Economics/Business Management/Social Sciences from recognized university / institutions;
- Applicant shall not be more than 40 years as on December 31, 2019;
- A minimum of 5 years of relevant experience. Working with national/international organizations/development project would be preferred;
- Familiarity with the working of Development Finance Institutions, World Bank/other Institutions, National/State Rural Livelihood Mission, MFIs etc.,
- Excellent command over English and Hindi language; ability to write effectively for various audiences under pressure, with tight deadlines in a rapidly changing organizational environment with attention to detail;
- Strong project management and organizational skills. Capacity to follow-up systematically and efficiently on a broad set of initiatives and decisions. Self-starter with a strong drive for results with the ability to work independently and diligently, while prioritizing and meeting deadlines;
- Analytical skills in gender issues and ability to provide well-grounded, quality analytical inputs with pragmatism and a focus on results;
- Ability to learn quickly, synthesize technical material and distil in a user-friendly manner for multiple audiences. Creativity, with the ability to visualize and distil data;
- Ability to develop effective working relationships with counterparts both inside and outside the SIDBI, including from Governments, civil society organizations, academia and the private sector;
- Ability to collaborate effectively with other team members, contribute productively to the team's work and output and demonstrate respect for different points of view;
- Strong personal commitment to gender equality;
- Any other work as assigned by SIDBI.

#### **COMPENSATION**

- The compensation (on CTC basis) shall be commensurate with industry standards.
- A higher compensation would be considered for competent and experienced candidate based on their suitability/experience.

#### **PERIOD OF CONTRACT**

The term of the contract of Theme Leader – Gender & Financial Literacy would initially be for a period of 2 years. However, need-based renewal/extension of the contract may be considered by SIDBI subject to periodic review of performance.

#### **GENERAL INFORMATION**

- Candidates are advised that they should not furnish any particulars or information that are false, tampered / fabricated or should not suppress any material information while applying on line. In case it is detected at any

stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after the appointment, his/her services are liable to be terminated.

- Selection would be by way of written test/personal interview to be held at New Delhi before the Selection Committee. The Bank will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview. The date of interview will be advised to the shortlisted candidates in due course.
- Candidates short listed for interview shall have to produce all certificates in original for verification of their age, educational qualification, category, experience details, etc. at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.
- SIDBI reserves right to fill / not to fill the above positions at any stage of the process.
- Decision taken by the Committee in connection with the selection process will be final.

#### **HOW TO APPLY**

The details of the opportunity and application form can be viewed and downloaded at career page of [www.sidbi.in](http://www.sidbi.in) and please send the filled application as an attachment to:

Email id : [tl-gfl@spc.co.in](mailto:tl-gfl@spc.co.in)

Kindly note that only prescribed application forms shall be acceptable and application in any other form shall not be acceptable.

Last Date to Apply - By March 12, 2020

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