



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय

**DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY**

(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)

Head Office: DSEU Dwarka Campus (formerly known as Integrated Institute of Technology)  
Sector 9, Dwarka, New Delhi – 110077

**Date: 11.07.2022**

### **Advertisement for the Post of PROJECT HEAD**

#### **PROJECT HEAD**

The Women Works Programme will recruit a Project Head who will lead and provide strategic direction to the programme.

#### **ROLES AND RESPONSIBILITIES OF THE PROJECT HEAD**

- Manage the WW team of 50 fellows, 5 consultants, 5 Associate Consultants and the Communications team and be responsible for the overall successful implementation of the WomenWorks Programme
- Coordinate and be the link between Women and Child Development Department, DSEU and other partners of the programme
- Give strategic direction to the programme and resolve any roadblocks in its progress
- Ensure there is collaborative effort amongst all 5 technical verticals
- Regularly make on-ground visits to understand the progress of the programme and its needs
- Prepare, evaluate and monitor monthly goals and work plans for the team
- Reach out to potential partners to support the programme in various capacities
- Build market linkages for the business set up by women entrepreneurs
- Regularly undertake the creation of reports highlighting the recent updates
- Update the programme design in response to the feedback from the team and from the women entrepreneurs
- Manage ad hoc tasks if any, assigned by the competent authority.

## **REQUIRED QUALIFICATIONS**

**Essential:** Graduate degree in any discipline with minimum 50% (equivalent CGPA)

**Desirable:** Specialization in Public Policy, Business Administration or other Management courses.

## **EXPERIENCE**

**Essential:** Graduate with 10 years or Post graduate with 8 years of work experience in project management

**Desirable:** Experience of managing large teams either in a corporate set up or in programmes focused on entrepreneurship related activities or experience of successfully setting up and running own enterprises.

**LANGUAGE REQUIREMENT:** Fluency in English and Hindi is required.

## **WWP COMPETENCIES**

- Leadership - Generates commitment, excitement and excellence in others
- Innovation - Adept with complex concepts and challenges convention purposefully
- People Management - Models independent thinking and action
- Communication & Relationship Management
- Delivery - Meet goals and quality criteria for delivery of products or services.

**REMUNERATION:** Project Head will receive a monthly remuneration of ₹ 2,00,000/- (Consolidated)

**TERMS OF ENGAGEMENT:** The Project Head will be on probation for the first three months, and only after successful review of the activities in the period, will they be allowed to continue for the full length of their contract. The initial term of engagement shall be of two years with a subsequent extension of another one year. The salary shall remain fixed for the entire period of contract (as mentioned above).

## **HIRING PROCESS**

- A two-step hiring process will be followed. In the first step, all applicants will have to submit an online application form before midnight on the last date of submission. Late entries will not be considered
- Shortlisted applicants will receive an email confirmation within first week of August
- In the second stage, selected applicants will have an interview round
- Final list of successful applicants will be uploaded on the website and a confirmation email with the next steps will be sent within 10 days.

## **GENERAL INSTRUCTIONS**

- All eligible Nationals of India are encouraged to apply
- Before applying, candidates should ensure that they fulfill all the eligibility criteria.
- No correspondence whatsoever will be entertained from applicants regarding any delays, conduct, and the result of the selection process.
- The decision of DSEU in all matters relating to eligibility, acceptance, or rejection of the application, the penalty for false information, mode of selection will be final and binding on the candidates and no inquiry or correspondence will be entertained by DSEU in this connection.
- DSEU reserves the right to cancel the candidature of the candidate at any stage of the recruitment process and even after the selection/appointment of the candidate if he/ she does not fulfill the conditions specified in the notification.
- Incomplete applications and those received after the closing date or without relevant documents shall be rejected.
- Original documents will be required to be presented for verification as and when asked by the University.
- The last date for applying is the **31st of July, 2022**
- Please fill in the form for your application on <https://forms.gle/gJQyofy6gPokQBfHA>
- Queries pertaining to the positions may also be mailed to [womenworks@dseu.ac.in](mailto:womenworks@dseu.ac.in)