



**KERALA DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL
(K-DISC)**

Planning & Economic Affairs (Innovation & Development) Department
Government of Kerala

No.CMD/K-DISC/08/2023

January 11, 2023

NOTIFICATION

The Kerala Development and Innovation Strategic Council (K-DISC) is a strategic think-tank and advisory body constituted by the Government of Kerala. K-DISC aims at bringing out path-breaking strategic plans that reflect new directions in technology, product and process innovations, social shaping of technology and creating a healthy and conducive ecosystem for fostering innovations in the State.

The Centre for Management Development (CMD) invites applications on behalf of K-DISC, from eligible and qualified candidates for filling the post of one **Programme Executive in K-DISC HQ on Contract basis**. Interested candidates may apply by sending their detailed Curriculum Vitae (CV) to **kdiscrecruitment2023@gmail.com**. The last date for receiving email application along with CV is January 25, 2023 (05.00 P.M.). The details are given below

Position	Programme Executive
Vacancy	01
Educational Qualification	<p data-bbox="699 320 1426 568">First Class, full time MBA/MSW/MSc in Physics, Chemistry, Zoology, Botany, Applied Sciences, Social Sciences or Post Graduation in Journalism, Mass Communication, Video Communication, Media Studies or B. Tech/Engineering or equivalent with 2 to 3 years of relevant experience.</p> <p data-bbox="699 618 995 651"><u>Essential Attributes</u></p> <ul data-bbox="740 665 1426 1003" style="list-style-type: none"> <li data-bbox="740 665 1426 786">• Excellent communication skills in Malayalam and English, written as well as spoken, as evidenced through a written test, <li data-bbox="740 795 1426 916">• Good Logical, Analytical and Critical Reasoning abilities, as evidenced through analytical and reasoning tests. <li data-bbox="740 925 1426 1003">• Advanced Computer Skills, as evidenced through a practical test. <p data-bbox="699 1055 1005 1088"><u>Desirable Attributes</u></p> <ul data-bbox="740 1102 1426 1397" style="list-style-type: none"> <li data-bbox="740 1102 1426 1180">• Ability to take end-to-end ownership of deadline driven activities <li data-bbox="740 1189 1426 1310">• Ability to efficiently manage and coordinate with multiple stakeholders across various Projects locations <li data-bbox="740 1319 1426 1397">• Passionate about innovation, communities and social development
Experience	<ul data-bbox="740 1442 1414 1653" style="list-style-type: none"> <li data-bbox="740 1442 1414 1563">• Must have demonstrated experience in Project execution, coordination and/or management <li data-bbox="740 1572 1414 1653">• Prior experience in innovation promotion or working with start-ups is advantageous.

<p>Key Responsibilities</p>	<ul style="list-style-type: none"> • Building the foundation for the development effort in Emerging Technologies by capturing the business context - problem, current state, desired future state, objectives, business needs and impacted user groups. • Working with the project managers and the business customer(s) to elicit the Stakeholder and Solution requirements. • Writing and reviewing business, user & non-functional/system level requirements in the form of User stories, requirement statements and other similar structured requirements documentation. • Work with the Product Managers/Owners to prioritize and groom the User stories. • Develop requirements Specifications in the form of gap analysis of requirements to COTS products. <p>Develops requirements in the form of configuration requirements for COTS products.</p>
<p>Analytical/Decision Making and Project Management Responsibilities</p>	<ul style="list-style-type: none"> • Able to work under minimal supervision selecting the appropriate methods to elicit and document requirements and adjusting approach to suit location and role of stakeholders who will include service owners, support teams, technical and project leads from the programme and the vendor. • Follow the project strategy to elicit and document requirements. • Defining the procedures on how the requirements will be managed (i.e. base lining requirements, requirements change control and requirements traceability etc.) • Selecting the appropriate analysis and specification models and ensuring that requirements are of high equality. • Assessing change requests related to requirements to assess overall impact. • Determining 'fit for purpose' requirements • Advises leadership of potential issues which could impact other project deliverables.

	<ul style="list-style-type: none"> • Prepare Project plans and track and monitor project efficiently. • Prepare management reports, technical and administrative documents and presentations. <p>Stakeholder Management and Communication Management.</p>
Age as on 01.01.2023	Maximum 30 Years
Remuneration	Rs. 32,500/-

General Instructions

- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying.
- K-DISC/CMD is not responsible for any discrepancy in submitting the application
- The applicant should not submit any false, tampered, fabricated information or suppress any material information while submitting the application. If the particulars furnished in the application do not tally with the Original documents produced by the Candidates, his/her candidature will be rejected.
- K-DISC reserves the right to fill or not fill the post advertised.
- Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CMD may send intimation to download call letters for Interview through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- Admittance to various stages of the recruitment will be provisional only and will not confer any claim unless various other conditions of selection process are satisfied. Detailed scrutiny of the credentials will be done before interview/appointment. Any discrepancy found during the detailed scrutiny or at any stage of the recruitment process will result in the rejection of the candidature.
- Canvassing in any form will lead to disqualification. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
- Candidates shall upload the Curriculum Vitae in PDF formats only. Other formats will not be accepted.