

**NOTICE FOR INVITING APPLICATIONS FOR RECRUITMENT OF OFFICER ON CONTRACT –
CORPORATE SOCIAL RESPONSIBILITY**

Export-Import Bank of India (India Exim Bank / Bank) is a 100% Government of India (GOI) owned Financial Institution which was formed in terms of The Export-Import Bank of India Act, passed in September 1981. The Bank commenced its operations in March 1982 and serves to finance, facilitate and promote exports as India's Export Credit Agency. India Exim Bank serves as a growth engine for Indian businesses engaged in International Trade through a range of products and services. In a rapidly shifting financial landscape, the Bank acts as a catalyst and key player in the promotion of cross border trade and investment.

1.	Requirement	India Exim Bank seeks to recruit one (01) officer on contractual basis to handle CSR projects of the Bank. The officer may also be required to assist in other activities of the Corporate Communications Group.
2.	No. of posts	One (01)
3.	Tenure	The Contract shall be initially for a period of two years but can be renewed further for a period of one year based on review of performance.
4.	Scope of Work	<ul style="list-style-type: none"> ➤ Plan and implement CSR initiative/programs of the Bank. ➤ Carrying out need assessments, research analysis and preparation of reports. ➤ Identify key stakeholders, develop and implement stakeholder engagement mechanism and initiatives. ➤ Evaluate, due diligence of CSR implementing partners, NGOs enterprise etc. ➤ Collect relevant data required for implementing CSR Projects. ➤ Effectively communicate CSR projects with internal and external stakeholders. ➤ Monitor and evaluate projects including impact, strategic review and planning documentation of project process and reporting thereof. ➤ Liaison with local state and central authorities with regard to Bank's CSR projects and ensure their support. ➤ Ensure financial integrity by ensuring appropriate systems of account maintenance, due diligence and checks and balances. Take overall ownership and responsibility for implementation of the CSR programs. ➤ Ensure legal compliances of all operations besides compliance with Government/DPE guidelines. ➤ Conduct impact analysis study and prepare concise reports on the CSR initiatives. ➤ The selected candidate would also be required to assist in other activities of the Corporate Communications Group.
5.	Age limit	Should not be over 30 years of age as on 01.01.2022
6.	Qualification & Experience	a. Full time Master's Degree or Post Graduate Diploma in Social Works with specialization in Community Development /Rural Management or Master's Degree in Rural Management/CSR or Master's Degree in Sustainability Development /Sustainability

		<p>Management as one of the specialization with minimum 55% marks or equivalent CGPA.</p> <p>b. Minimum 01 year of post-qualification experience with a reputed organization in Project life cycle management, Monitoring and Evaluation of Project, Sustainability reporting in CSR foundations/organizations.</p>
7.	Remuneration	Between ₹7-9 lakh per annum, all inclusive, depending upon qualification and experience
8.	Job Location	Mumbai
9.	Last date of application	<p>Eligible candidates must submit their applications on the link below by 20.01.2022:</p> <div style="text-align: center; border: 2px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Click here for the application form</p> </div> <p>Note:</p> <ul style="list-style-type: none"> • Proof of eligibility shall be required to be submitted at the time of interview. • No application fee is to be paid. • Applications must be submitted in the prescribed format through the link above. No other mode of application shall be considered.
10.	Mode of Selection	<p>Personal Interview. <i>(Only shortlisted candidates shall be informed.)</i></p>