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North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India

House No.102, Dilip Huzuri Path,
GS Road, Guwahati – 781006
Dated: 18/07/2016

Vacancy Announcement

Applications are invited for the following positions in Regional Project Management Unit (RPMU) at Guwahati on contractual terms for North East Rural Livelihood Project (NERLP).

Name of post	Number	Monthly remuneration*
Project Manager-Micro Finance	1	Rs.52,000/-
Asstt. Project Manager-Micro Finance	1	Rs.33,800/-
Asstt. Project Manager-Social Gender & Community Mobilisation	1	Rs.33,800/-

**Excluding applicable project allowances.

Application in prescribed format (available at www.nerlp.gov.in) along with attested copies of certificates, mark sheets and testimonials should reach the Office of the Project Director on the above address on or before **12/08/2016**. For further details, please logon to www.nerlp.gov.in



**Project Director,
NERLP, Guwahati.**

Post : Project Manager, Microfinance

Eligibility and Qualification:

- Should have Post Graduate degree from a recognized University/Institutions in Economics /Commerce/Agril Economics and related fields.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience in the field and NE region will be judged.
- Minimum of **five years' experience** in micro finance or in related fields.

Other Essentials:

- Has to compulsorily travel frequently to the project areas which are rural and remote and be willing for night stays.
- Ability to empathize with the rural poor, lateral communication with them.
- Expertise in computer skills.
- Capable of working individually or as a part of team.
- Good communication, analytical and training skills.
- Ability to organize training programmes for strengthening and capacity building of SHGs

Job Responsibilities:

- Strengthening Capacity of SHGs particularly in the areas of Financial Management including Book Keeping and Financial Decision making;
- Grading & Rating SHGs with constant follow up actions to improve their standard to meet the requirements of formal Financial Institutions
- Establishing Micro Finance Linkage between SHGs and formal Financial Institutions;
- Capacity Building Training to NGOs/SHGs to manage internal saving and external credit including basic institutional management of SHGs;
- Enhancing Capability of NGO/SHGs/Members in micro business enterprise;
- Coordination among financial institutions, NGOs, SHGs, in organizing various training and exposure programmes.

Post: Assistant Project Manager, Microfinance

Eligibility and Qualification:

- Should have Post Graduate degree from a recognized University / Institutions in Economics/Commerce/Agril Economics and related fields.
- PG diploma in any of the above field.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience in the field and NE region will be judged.
- Minimum of **three years' experience** in Micro finance or in related fields.

Other Essentials:

- Has to compulsorily travel frequently to the project areas which are rural and remote and be willing for night stays.
- Ability to empathize with the rural poor, lateral communication with them.
- Expertise in computer skills.
- Good Communication skills
- Ability to organize training programmes for strengthening and capacity building of SHGs.

Job Responsibilities:

- Assist the Project Manager in capacity building of SHGs and all other matters relating to the strengthening of SHGs through microfinance;
- Strengthening Capacity of SHGs particularly in the areas of Financial Management including Book Keeping and Financial Decision making;
- Grading & Rating SHGs with constant follow up actions to improve their standard to meet the requirements of formal Financial Institutions
- Establishing Micro Finance Linkage between SHGs and formal Financial Institutions;
- Capacity Building Training to NGOs/SHGs to manage internal saving and external credit including basic institutional management of SHGs;
- Enhancing Capability of NGO/SHGs/Members in micro business enterprise;
- Coordination among Financial Institutions, NGOs, SHGs in organizing various training and exposure Programme;

Post: Assistant Project Manager, Social Gender and Community Mobilisation

Eligibility and Qualifications:

- Post graduate degree from a recognized university/institution in Sociology/Social Work/Economics/Rural Development/Agricultural Economics or related fields
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience will be judged.
- Experience in designing community based income generating empowering projects will be highly rated.
- Should have at least **three years' experience** in related fields

Other essentials:

- Empathy with rural poor and vulnerable section of the community and sensitivity towards cultural differences and gender.
- Comprehensive & analytical ability on issues of social development and gender.
- Willingness to travel frequently & extensively.
- Basic computer skills (MS office and e-mail usage)

Job Responsibilities:

- Ensure gender responsive implementation of Project and facilitate to include women, marginalized and vulnerable groups more fully in the development processes that affect their livelihood & their lives.
- To ensure effective Community Mobilization in the Project area.
- Guiding and assisting Project Facilitating Team (PFT)/NGOs in Community Institution Building.
- Assist the Project in designing and implementation of the project to focus on participatory and inclusive strategies for the poor.
- Assist the Project Manager/Project in design of Capacity Building Programmes/Training for the community Institutions.
- Assisting Project Implementation process so that it is consistent with World Bank Social Safeguard Policies.
- Overseeing monitoring of project performances in terms of social issues.
- Guiding, assisting and monitoring the Project Facilitating Team (PFT) to ensure efficient service delivery.

Remuneration

- Individuals appointed on contractual basis will be paid remuneration as under
Project Manager : ₹.52,000/-* per month.
Assistant Project Manager: : ₹.33,800/-* per month.
*Excluding applicable project allowances

Note : Job responsibilities given are only illustrative.