

North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India,
House No.2, Six Mile, G.S. Road, Guwahati-781022

VACANCY ANNOUNCEMENT

NO: PD/NERLP-2012-13/158/Vol-II/1030

Dated: 21.06.2013

North East Livelihood Promotion Society, an autonomous body under Ministry of DoNER, Govt. of India, invites applications for the following position at Regional Project Management Unit at Guwahati, Assam as shown below on contractual basis for the World Bank funded North East Rural Livelihoods Project (NERLP). Detail information regarding the vacancy is available at www.nerlp.gov.in

| Sl.No | Name of the Post | Remuneration |
|-------|------------------------------------------|-----------------|
| 1 | Assistant Project Manager(Micro Finance) | Rs.26,000/ p.m. |

Application in the prescribed format (available at www.nerlp.gov.in) along with attested copies of certificates, mark sheets and testimonials should reach the Project Director on the above address on or before closing date **12.07.2013**.

Sd/-
Project Director,
NERLP, Guwahati.

Please note:-

- NELPS reserves the right to reject any application or relax qualification and experience for deserving candidates. Canvassing in any form will lead to outright rejection of candidature.

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Name of the post : Assistant Project Manager, Microfinance
Place of posting : Regional Project Management Unit, Guwahati.

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.
