

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/(PT-1)/Mizoram/(VOL-II)

Dated: 19-011-2014

North East Livelihood Promotion Society, an autonomous body under Ministry of DoNER, Govt. of India, invites applications for one post of District Project Manager for District Project Management Unit, Aizawl, Mizoram on contractual/deputation basis for the World Bank funded North East Rural Livelihood Project (NERLP).

Application in the 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 **12-12-2014**.

For further details, please logon to www.nerlp.gov.in



Project Director,
NERLP, Guwahati.

Name of the post : District Project Manager.
Place of work : DPMU, Aizawl, Mizoram.

Eligibility and Qualification:

- Should have Post Graduate degree from a recognized University / Institution/ in Social Work / Sociology /Economics/ Agricultural Economics / Rural Development or related fields.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience in NE region will be judged.
- Minimum of five years' experience in Rural Development or in related fields.

Other essentials:

- Empathy with tribal communities and weaker sections.
- Willingness to travel extensively in rural areas and stay in remote villages.
- Ability to interact easily with Rural Communities.
- Adequate Computer skills and proficiency in English.
- Should know local dialect of the respective State.
- Willingness to accept a minimum tenure of three years.

Job Responsibilities:

- The Project Manager will have to play a critical role in building a 'Team' of those associated with project implementation.
- To plan and administer administrative support programmes.
- To ensure that administrative records (correspondence, inventory etc.) in offices are well organized, maintained and updated.
- To coordinate and supervise all General Service and Support Staff. As such, he/she will be responsible for their performance management and all other supervisory functions.
- To recommend and implement best practice methodology to accomplish project administration and overall goals.
- To handle travel and accommodation arrangements for NERLP officials on tours.
- To review Project Management Cost budgets and recommend improvements and adjustments.
- To organize meetings, seminars, workshops and other official events.
- To develop appropriate communications procedures to ensure that all members of staff are informed regarding the policies and directions of Project.
- To liaison with PFT and review performance.
- To liaison with project communities to ensure conformity with project objectives and approach.
- Assisting / guiding communities in development of Village livelihood plans.
- Monitoring and supervision of project activities.
- Preparation of Annual Action Plan and Budget
- Provide periodic written reports on administrative matters to the Project Manager (Administration).
- Any other task assigned by the Project Director that would contribute to the realization of Project objectives.