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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: 01/02/2016

Vacancy Announcement

Applications are invited for the following posts for District Project Management Unit, North Tripura at Kailashahar (DPMU) on contractual basis for North East Rural Livelihood Project (NERLP).

Name of post	Number of post	Monthly remuneration
District Project Manager	1	Rs.45,000/-
Coordinator (Micro Finance)	1	Rs.30,000/-
Coordinator(Natural Resource Management & Environment)	1	Rs.30,000/-

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 **22/02/2016**.

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

Project Director,
NERLP, Guwahati.

Post: District Project Manager

Eligibility and Qualification:

- Should have Post Graduate degree from a recognized University / Institutions/ 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 proficient in English.
- Should know local dialect of the respective States.
- 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 Administration & Procurement Officer.
- Any other task assigned by the Project Director that would contribute to the realization of Project objectives.

Post: Coordinator-Natural Resource Management and Environment

Eligibility and Qualification:

- Should have **Post Graduate** degree from a recognized University in Agricultural Science/ Natural Resource Management / Forestry/related subjects or equivalent
- For those serving in Central Govt. / State Govt. / PSUs/ Autonomous Bodies, requisite experience in the field of NRM & E in NE region will be judged.
- Should have at least **3(three) years' experience** in application of PRA tools for participatory NRM planning and Environmental Management.
- Good grasp over customary laws related to NRM issues of tribal communities of North East Region.

Other essentials:

- Frequent and extensive travel to the project areas which are rural and remote and be willing for night stays.
- Ability to empathize with the rural poor.
- Basic computer skills (MS office and e-mail usage)
- Analytical skills on issues of natural resource management.
- Capable to work individually or as a part of team.
- Proven ability to conceptualize, analyze and prepare action plan, as well as writing reports.
- Good communication, analytical and training skills
- Should know local dialect of the respective States

Job Responsibilities:

- Implement the environmental management framework/plan related to project activities.
- To maintain liaison with the Project Facilitating Team engaged under the project and to take field visits to appraise about the environmental issues.
- Provide technical support in issues relating to optimized NRM to ensure the establishment of sustainable livelihood options.
- Assist in Organizing the training programmes for the Officers/Staff/representatives and Project Facilitating Teams under the project on environmental issues and Natural Resource Management.
- To assess the impact of project intervention on long term dynamics of natural resources.
- To adapt customary laws related to NRM issues of tribal communities of NE Region with the Project objectives.
- Implement the strategies that support in preserving the existing useful traditional knowledge in the areas of Natural Resources and Biodiversity.
- Any other task assigned by DPM that would contribute to the realization of project objectives.

Post: Coordinator, 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 **three years' experience** in Micro finance or in related fields

Other Essentials:

- Frequent and extensive travel 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.
- Should know local dialect of the respective States

Job Responsibilities:

- 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;
- Any other task assigned by DPM that would contribute to the realization of project objectives.

Remuneration

- Individuals appointed on contractual basis will be paid remuneration as under

District Project Manager:	: ₹.45,000/-* per month.
Coordinator	: ₹.30,000/-* per month.

*Excluding applicable project allowances

Note : Job responsibilities given are only illustrative.
