

VACANCY ANNOUNCEMENT

Ref No: PD/NERLP/2012-13/158/Pt-II, dated. 25/02/2013

1. Coordinator, Livelihood and Rural Marketing

Educational Qualification:

- Should have Post Graduate degree from a recognized University / Institutions in Agricultural Economics / Rural Development/ Management / Agriculture Business or related discipline.

Desirable:

- Serving in Central Govt / State Govt / PSUs/ Autonomous Bodies relevant experience will be judged.
- Knowledge of Agricultural Commodity market/Rural market will be an added advantage.
- Preference will be given to those having experience in project preparation and management in an Externally Aided Project.
- Experience in designing community based income generating empowering projects will be highly rated.
- Basic Computer skills.
- Should know local dialect of the respective State.
- Willingness to accept a minimum tenure of three years.

Others:

- Compulsorily travel frequently to the project areas which are rural and remote. Has to be prepared for frequent night halts in field.
- Ability to empathize with the rural poor & have lateral communication with them.
- Sensitivity towards cultural differences.

Job Responsibilities:

- Coordinator will be responsible for assisting the District team in designing sectoral plans for the development of Agriculture, Horticulture/ Forestry based and other non –farm based livelihood activities in which the poor can participate. A regular report & feedback in this regard will have to be submitted to PM (L &RM).
- To identify the major sources of existing and potential livelihood in which the rural population in the selected states are involved in large numbers and categorize these according to geographical / ecological clusters.
- To identify major sub sectors/ commodities in each cluster of villages of the District where there is potential for growth and in which the project should intervene.
- To identify institutional obstacles, social processes, vulnerabilities and risk impeding the poor from benefiting adequately from the existing livelihood system in the sub sectors.
- To identify infrastructure availability and institutional arrangement for input supply and output marketing for the sub sectoral activities.
- To identify critical intervention points in the value chain that need to be invested in for gaining more income for the poor from the sectors.

- To identify major players within and outside the region in the identified sub sectors who could contribute to the development of sub sectors in terms of technology, markets , finance and other inputs and explore possibilities of partnership with such players.
- To estimate the unit cost of the critical intervention points in the chosen sub sectors/ commodities so as to enable investment planning within the proposed project.
- Any other task assigned by District Project Manager that would contribute to the realization of project objectives.

2. Coordinator, Social Gender and Community Mobilization

Educational Qualification:

- Should have Post Graduate degree from a recognized University / Institutions/ Social Work / Sociology / Economics / Rural Development or related fields.

Desirable:

- Serving in Central Govt / State Govt / PSUs/ Autonomous Bodies relevant experience will be judged Experience of working in the field of rural development and community mobilization, community institution building and gender sensitization for 3 years.
- Preference will be given to those who have worked for externally aided projects involving project preparation and management.
- Experience in Rural Development schemes/ State Govt schemes will be highly desirable.
- Must possess basic computer skills in addition to analytical skills on issues of community mobilization and gender.
- Should know local dialect of the respective States.
- Willingness to accept a minimum tenure of three years.

Others:

- 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 and lateral communication with them.
- Sensitivity towards cultural differences and gender.
- Capability of working individually and as a part of team.

Job Responsibilities:

- Design the project to focus on participatory and inclusive strategies for the poor and address capacity building requirement of the community.
- Focus on enhancing understanding about the ethnic identities of communities in the project areas and sensitize the entire project design team on these issues so that appropriate project design is facilitated.
- Liaison with PFT and other agencies.
- Assist PFT and communities in building institutions with appropriate framework.
- Facilitate linkage of CLGs/ SHGs with financial Institutions.
- Should assist CLG / SHG / YGs / PFT in identifying their training needs, developing training schedule and training aids.
- Guiding PFT for community institution building.

- Interact with Women in communities to gain better understanding of women in community development and decision making process.
- Develop participatory monitoring machinery.
- Any other task assigned by DPM that would contribute to the realization of project objectives.

3. Coordinator, NRM and Environment

Educational Qualification:

- Should have Post Graduate degree from a recognized University in Agricultural Science/ natural resource management / forestry/related subjects or equivalent.

Desirable:

- Serving in Central Govt / State Govt / PSUs/ Autonomous Bodies relevant experience in the field of NRM & E in NE region will be judged.
- 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.
- Willingness to accept minimum tenure of three years.
- Basic computer skills (MS office and e-mail usage).
- Should know local dialect of the respective States.

Others

- 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.
- Analytical skills on issues of natural resource management.
- Capability 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.

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.

4. Coordinator, Microfinance

Educational Qualification:

- Should have Post Graduate degree from a recognized University / Institutions in Economics/ Commerce/Agril Economics and related fields.

Desirable:

- Serving in Central Govt / State Govt / PSUs/ Autonomous Bodies relevant experience in the field and in NE region will be judged.
- Experience of (3) three years in Micro finance or in related fields.
- Expertise in computer skills.
- Should know local dialect of the respective State.

Others

- Undertake 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.
- Good Communication skills
- Ability to organize training programmes for strengthening and capacity building of SHGs.

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.

5. Accountant

Educational Qualification:

- Graduate in Commerce with basic Computer Skills (MS Office and e-mail usage)

Desirable

- 2(two) years experience in the rank of Accountant/Accounts Assistant/Cashier/ in a Government Project.
- Preference will be given to those having experience of externally aided Projects.
- Must be conversant with accounting package (Tally).
- Possess basic computer skills (MS Office and e-mail usage).

- Good knowledge in English.
- Willingness to accept minimum tenure of three years.
- Should know local dialect of the respective States.

Job Responsibilities:

- Preparing Pay Rolls.
- Bills and claims to put up in time for payment.
- Regular writing of Cash Book.
- Maintain the books of accounts in the form prescribed under the rules.
- Ensure timely deposit of govt. dues.
- Preparing Bank Reconciliation.

6. MIS Operator

Eligibility and Qualification:

- Graduation with “O” level course of computer/ Advanced course in computer application from Govt. recognised institute.
- Possess knowledge and experience of ICT based office tools and applications (word processing, spreadsheets, databases, PowerPoint)

Desirable

- Work experience of 3 years in the related field.
- Willing to accept minimum tenure of three (3) years
- Candidates should be proficient in English.

7. Driver

Eligibility and Qualification

- Should be Class X passed from any board.
- Having a valid Driving license from Govt MVI department.
- Having experience of driving 4 wheeled vehicle for 4-5 years in hilly terrains.
- Should be energetic with a pleasant personality.

Remuneration

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

Accounts Officer/ Coordinator	: Rs.22,000/- per month (Consolidated)
Accountant	: Rs.15,000/- per month (Consolidated)
MIS Operator	: Rs.15,000/- per month (Consolidated)
Driver	: Rs. 9,000/- per month (Consolidated)