

VACANCY ANNOUNCEMENT

Ref No: PD/NERLP/2012-13/158/Pt-III/120, dated. 04/02/2013

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, 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.

3. 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.

4. Coordinator, Monitoring and Evaluation

Educational Qualification:

- Should have Post Graduate degree from a recognized University / Institutions in Statistics/ Agri Statistics/ Economics / Agricultural Economics or related fields.

Desirable

- Candidates serving in Central Govt / State Govt / PSUs/ Autonomous Bodies, relevant experience in the field and NE region will be judged.
- Experience of working in the field of monitoring and evaluation in any externally aided project.
- Experience in the field of participatory monitoring.
- Experience of designing, managing and implementing multidisciplinary and results based M & E system.
- Apart from expertise in computer skills, he should have analytical skills on evaluation of project interventions.
- Should have ability to analyze quantitative and qualitative data.
- 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 and be willing for night stays.
- Ability to empathize with the rural poor & have lateral communication with them.
- Capable of working individually and as a part of team.
- Must have strong writing and public presentation skills.

Job Responsibilities:

- Provide technical assistance ,guidance and training to facilitating teams of the project.
- Conduct self assessment and building the capacity in the areas of monitoring and evaluation including development of indicators , data collection, analysis and interpretation of data.
- Develop and integrate the M & E plan with performance monitoring indicators.
- Collect information for overall project performance monitoring and reporting.
- Implement M& E system that will track and monitor project progress.
- Ensure that standardized M& E system operates efficiently throughout the project areas.
- Routinely review and analyze project site monitoring data.
- Provide periodic information for project management and reporting purposes.
- Document results and “ lessons learned” to help improve and fine tune project implementation.
- S/he will ensure that feedback is provided to all relevant stakeholder /partners.
- 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. 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)
Driver	: Rs. 9,000/- per month (Consolidated)