

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-IV/Tripura/200

Dated: 22-02-2014

North East Livelihood Promotion Society, an autonomous body under Ministry of DoNER, Govt. of India, invites applications for the following posts at District Project Management Units, North Tripura & West Tripura as shown below on contractual/deputation basis for the World Bank funded North East Rural Livelihood Project (NERLP).

Sl. No	Name of the Post	West Tripura	North Tripura	Monthly Remuneration
1	Co-ordinator-Livelihood & Rural Marketing	-	1	₹22,000/
2	Co-ordinator-Micro Finance	-	1	₹22,000/
3	Office Assistant	1	1	₹12,000/

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 **14-03-2014**. Applications may also be submitted to:

1. **The District Project Manager**, District Project Management Unit, North East Livelihood Project, Jayguru Bus Stand, Dhaleswar, Agartala, West Tripura -799007.
2. **The District Project Manager**, District Project Management Unit, North East Livelihood Project, Near DM Office Complex, Gournagar, Kailashahar (Unakoti)

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

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.

Project Director,
NERLP, Guwahati.

Advertisement No: PD/NERLP/2012-13/(Pt-IV)/Tripura/200 dated 22/2/2014

1. Coordinator, Livelihood and Rural Marketing

Educational Qualification:

- Should have **Post Graduate** degree from recognized University/Institutions in Agricultural Economics/Rural Development/ Management/Agriculture Business or related discipline.
- For those serving in Central Govt./State Govt./PSUs/Autonomous Bodies should have the experience in the related field.
- Knowledge on National Agricultural Commodity market will be an added qualification.
- Experience of working in the field of rural marketing and promotion of income generating activities for **3 years is essential**. Preference will be given to those having experience in rigorous project preparation and management in an externally aided project.
- Experience in designing community based income generating projects will be highly rated.

Job Requirements:

- Extensive travel to the project areas which are rural and remote and night halts in field.
- Empathy with the rural poor & lateral communication with them.
- Sensitivity towards cultural differences
- Basic computer skills
- Knowledge of local dialect of the respective State.
- Willingness to accept a minimum tenure of three years

Job Responsibilities:

- Coordinator, livelihood and market, will be responsible for assisting the District Team in designing sectoral plans for the development of Agriculture, Horticulture/Forest based and other non –farm livelihood activities in which the poor can participate.
- To identify the major sources of existing and potential livelihood in which the rural population in the selected state 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 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, 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.

Job Requirements:

- Extensive travel to the project areas which are rural and remote and night halts in field.
- Empathy with the rural poor & lateral communication with them.
- Sensitivity towards cultural differences
- Basic Computer skills
- Knowledge of local dialect of the respective State.
- Willingness to accept a minimum tenure of three years
- 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.

3. Office Assistant

Eligibility and Qualification:

- Graduate in any discipline with computer skills.
- At least **3 years experience** as Secretarial Assistant.

Other essentials:

- Knowledge and experience project related works will get due advantage.
- Candidates should be proficient in English.
- Willingness to accept minimum tenure of three years.

Job Responsibilities:

- To assist the District Project Manager.
- To extend help in organizing tour & field visits.
- To assist in preparation of reports.
- To maintain files , records and office registers

Note : Job responsibilities given are only illustrative.