

No.PD/NERLP/2012-13/158/Part-IV/Tripura/
North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India

Regional Project Management Unit.
House No.102, Dilip Huzuri Path,
Dispur, Guwahati-781006
Date: 10/11/2016

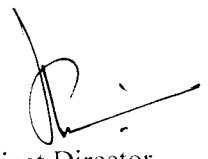
Vacancy Announcement

Applications are invited for the following positions for District Project Management Units (DPMUs) in Tripura on contractual terms for North East Rural Livelihood Project.

Sl.No	Name of the Post	No. of Post	Place of Vacancy
1	Co-ordinator (Monitoring & Evaluation)	1	North Tripura
2	Co-ordinator (Social Gender & Community Mobilisation)	1	North Tripura
3	Co-ordinator (Micro Finance)	1	West Tripura
4	Co-ordinator (Natural Resource Management & Environment)	1	North Tripura
5	Office Assistant	2	Unokoti & Khowai

Application in prescribed format (available at www.nerlp.gov.in) along with attested copies of certificates, mark sheets and testimonials should reach the above address on or before **30.11.2016**.

For further details. Please logon to www.nerlp.gov.in


Project Director,
NERLP, Guwahati.

Post : Coordinator, Monitoring and Evaluation

Eligibility and Qualification:

- Should have **Post Graduate** degree from a recognized University / Institutions/ Social Work / Sociology / Economics / Rural Development or related fields.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience will be judged.

Experience:

- Experience of working in the field of rural development and community mobilization, community institution building and gender sensitization for at **least 3 years.**
- Preference will be given to those who have worked for externally aided projects involving rigorous project preparation and management
- Experience in rural development schemes/ state Govt schemes will be highly desirable.

Other essentials:

- Has to 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
- 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.
- Capable 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 a participatory monitoring machinery.
- Any other task assigned by DPM that would contribute to the realization of project objectives.

Post: Coordinator, Social Gender and Community Mobilization

Eligibility and Qualification:

- Should have **Post Graduate** degree from a recognized University / Institutions/ Social Work / Sociology / Economics / Rural Development or related fields.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience will be judged.

Experience:

- Experience of working in the field of rural development and community mobilization, community institution building and gender sensitization for at **least 3 years.**
- Preference will be given to those who have worked for externally aided projects involving rigorous project preparation and management
- Experience in rural development schemes/ state Govt schemes will be highly desirable.

Other essentials:

- Has to 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
- 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.
- Capable 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 a participatory monitoring machinery.
- Any other task assigned by DPM that would contribute to the realization of project objectives.

Post: Coordinator, NRM 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.
- Willingness to accept minimum tenure of three years
- 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.

Post: 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.

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.

Remuneration

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

Coordinator : ₹.30,000/-* per month.

Office Assistant : ₹.15,000/-* per month.

*Excluding applicable project allowances

Note : Job responsibilities given are only illustrative.
