

**Advertisement No: PD/NERLP/2012-13/(Pt-IV)/Tripura/20, dated. 04.09.2013**

**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, Social Gender and Community Mobilization

### Eligibility and Qualification:

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

### 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 is desirable.

### 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:

- 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

### 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, should have experience in the field of NRM & E in NE region.
- Should have at least 3(three) years experience in application of PRA tools, for participatory NRM planning and Environmental Management.
- Good knowledge of customary laws related to NRM issues of tribal communities of North East Region.

Job Requirements:

- Extensive travel to the project areas which are rural and remote and frequent night halts in field.
- Empathy for 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
- Capable of working individually and as a part of team.
- Must have strong writing and public presentation skills
- Should have ability to analyze quantitative and qualitative data
- 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**

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.

### **5. Coordinator, Monitoring and Evaluation**

#### Eligibility and Qualification:

- Should have **Post Graduate** degree from a recognized University / Institutions in Statistics/ Agri Statistics/ Economics / Agricultural Economics or related fields.
- For those serving in Central Govt./State Govt./ PSUs /Autonomous Bodies should have experience in the relevant field.
- Experience of working for 3 years in the field of monitoring and evaluation in any externally aided project.
- Experience in the field of participatory monitoring is essential.
- Experience of designing, managing and implementing multidisciplinary and results based M & E system is desirable.

#### Job Requirements:

- Extensive travel to the project areas which are rural and remote and night halts in field.
- Empathy for 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.
- Capable of working individually and as a part of team.
- Must have strong writing and public presentation skills
- Should have ability to analyze quantitative and qualitative data.

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.

## 6. Accounts Officer

Eligibility and Qualification:

- **Post Graduate in Commerce** with specialization in Accountancy / Finance and at least **3 years experience** of working in the rank of Accounts Officer/Junior Accounts Officer/Section Officer.
- For those serving in Central Govt / State Govt / PSUs / Autonomous Bodies should have experience in the relevant field.
- Preference will be given to those having experience in accounting package (Tally) in an externally aided project.

Job Requirements:

- Basic Computer skills
- Willingness to accept a minimum tenure of three years
- Candidates should be proficient in English
- Willingness to accept minimum tenure of three years
- Should know local dialect of the respective State

Job Responsibilities :

- Assist District Project Manager in discharge of his financial responsibilities.
- Prepare budget for implementation of project.
- Identify and asses fund requirement under several component and sub-components.

- To ensure timely release of fund to implementing/executing agencies as per Annual Work Plan.
- Ensure timely submission of Accounts and Utilization Certificates by implementing/executive agencies.
- Timely reconciliation of accounts and submission of financial progress reports as prescribed under rules.
- Monitoring & maintenance of stores and fixed assets register.
- Inspect the accounts of implementation/executing agencies periodically and ensure that the books of accounts are maintained properly.
- Ensure timely submission of audit replies
- Ensuring that all financial regulations are strictly adhered to.

## 7. Accountant

### Eligibility and Qualification:

- Graduate in Commerce with basic Computer Skills (MS Office and e-mail usage)
- Must have **two years** experience in the rank of Accountant/Accounts Assistant/Cashier.
- Preference will be given to those having experience of externally aided Projects
- Must be conversant with accounting package (Tally).

### Job Requirements:

- Basic Computer skills
- Willingness to accept a minimum tenure of three years
- 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.

## 8. 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

## **9. 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)

Other essentials:

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

Job Responsibilities:

- To assist the District Project Manager in implementation MIS
- To organize field visits/ undertake field visit as per the requirement of the project.
- To assist in preparation of periodic reports.
- Professional experience of working in similar project (s) is desirable
- Provide technical support to PFT for timely submission of data.
- Any other work that may be assigned by the District Project Managers.

## **10. Driver**

Eligibility and Qualification

- Should be a 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

## **11. Office Attendant**

Eligibility and Qualification

- Should be a Class VIII passed from any board
- Should have a good character and ability to carry out orders of the superiors.
- Should be energetic with a pleasant personality.

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## **Remuneration**

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

Accounts Officer/ Coordinator	: ₹.22,000/- per month (Consolidated)
Accountant	: ₹.15,000/- per month (Consolidated)
MIS Operator	: ₹.15,000/- per month. (Consolidated)
Office Assistant	: ₹.12,000/- per month. (Consolidated)
Office Attendant	: ₹. 7,500/- per month. (Consolidated)
Driver	: ₹. 9,000/- per month (Consolidated)

- For employees of Central Government/ Central PSUs etc (on deputation) the pay, allowances, HRA etc will be paid as per the relevant Government rules. For State Government employees/ PSUs (on deputation), the corresponding Central Government pay scales and allowances will be admissible.

**Note : Job responsibilities given are only illustrative.**

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