

PD/NERLP/2016-17/695/ 468
North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India

Regional Project Management Unit
House No.102, Dilip Huzuri Path,
GS Road, Guwahati – 781006
Dated: 06.10.2017

Vacancy Announcement

Applications are invited for the following position in Regional Project Management Unit (RPMU) at Guwahati on contractual basis for North East Rural Livelihood Project (NERLP).

Name of post	Number	Monthly remuneration*
Project Manager- Monitoring & Evaluation	1	Rs.52,000/-

**Excluding applicable project allowances.

Application in prescribed format (available at www.nerlp-development.in/www.nerlp.gov.in) along with copies of certificates, mark sheets and testimonials should reach the Office of the Project Director on the above address on or before **03/11/2017**. Application in the prescribed format only fulfilling the terms of above post accompanied by all particulars only shall be considered.

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


**Project Director,
NERLP, Guwahati.**

Project Manager -- Monitoring and Evaluation

Eligibility and Qualification:

- Should have **Post Graduate degree** from a recognized University in Economics/Statistics/Agricultural Economics.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience will be judged.
- Should have at least **five years of relevant experience** in Monitoring and Evaluation activities including project management, project monitoring and evaluation or relevant connected fields. Experience in designing and implementing management of information system will be an added advantage.
- Should have training and/or experience in MIS office applications (such as MS word, Excel, Access and MIS systems) including statistical tools, such as, Minitab, SPSS or any other statistical software applications.
- Ability to coordinate with staff or other disciplines and proven capacity to organize trainings on M&E/MIS
- Proven ability to conceptualize, analyze and prepare action plan, as well as writing reports.

Other essentials:

- Has to compulsorily frequently travel to the project areas which are rural and remote and be willing for night stays
- Willingness to accept minimum tenure of two years
- Good communication, analytical and training skills.
- Should be able to work in a team
- Should have knowledge and empathy with rural community of the North East

Job Responsibilities:

- Implement the project monitoring and evaluation strategy and recommend changes based on analysis of data.
- Review the performance indicators and reports produced by M&E Consultant and suggest necessary changes.
- Reporting up-to-date physical and financial performance for each project component to the Project Director, NERLP.
- To maintain liaison with the key District staff and Project Facilitating Team engaged under the project and to take field visits to monitor project activities accordingly.
- To analyze reports of the M&E consultant vis-à-vis the project objectives, level of stakeholder participation, major shortcomings, problem areas so as to facilitate PD in steering the project to meet its developmental objectives.
- Monitor the deliverables of the M&E Consultants, as per the Contract Agreement.
- Prepare periodic reports on the activities, schedule and financial status of all project components in a standard reporting format as required by Govt. and World Bank.
- Propose ways in which monitoring and evaluation findings will be fed back into decision making.

- Provide technical support to the RPMU to ensure that data collection from the field and analysis have been standardized for performance monitoring.
- Organize and supervise the training programmes for the Officers/Staff/representatives and NGO under the project to ensure efficient data collection, data entry data validation including updating and transmission of data from District level to Regional level against each participating departments/agencies.
- Provide necessary support in designing and implementation of the MIS system to be developed by the RPMU/M&E consultant.
- Assume primary responsibility for the development, adaptation, testing, integration, user satisfaction and responsiveness of the MIS operation.
- To advice the MIS team under M&E programme for processing of the data at Central MIS system of RPMU.
- Work with M&E consultant to ensure consistency and compatibility of information formats, to assist collection and dissemination of data within and outside the project.
- Oversee and assist in the development, implementation of the MIS system and training for developing the MIS database for the project.
- Assist in improving communication and information sharing between different stakeholders.
- Co-ordinate in preparing monthly progress reports and Annual reports.

Remuneration

- Individual appointed on contractual basis will be paid remuneration as under:-

Project Manager (Monitoring & Evaluation) : Rs. 52,000/-per month
(Excluding applicable Project Allowances)

Note : Job responsibilities given are only illustrative