

PD/NERLP/2016-17/695/ 586  
**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: 11.12.2017

**Vacancy Announcement**

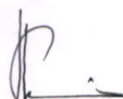
Applications are invited for the following positions in Regional Project Management Unit (RPMU) at Guwahati on contractual basis for North East Rural Livelihood Project (NERLP).

Name of post	Number	Monthly remuneration*
Project Manager- Administration	1	₹85,000/- to ₹100,000/-
Project Manager-Micro Finance	1	₹85,000/- to ₹100,000/-
Project Manager- Monitoring & Evaluation	1	₹85,000/- to ₹100,000/-

\*\*Excluding applicable project allowances.

Application in prescribed format (available at [www.nerlp-development.in](http://www.nerlp-development.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 **28/12/2017**. Applications in the prescribed format only fulfilling the terms of respective posts accompanied by all particulars only shall be considered.

For further details, please logon to [www.nerlp.gov.in](http://www.nerlp.gov.in)/[www.nerlp-development.in](http://www.nerlp-development.in)

  
**Project Director,**  
NERLP, Guwahati.

## (1) Project Manager – Administration

### Eligibility and Qualifications

- **Post Graduate degree** in any discipline or equivalent from a recognized University.
- Minimum of **7 to 10 years** experience in Administration of an organization or related work.
- For those serving in Central Government/State Government/ PSUs/Autonomous Bodies requisite experience will be judged. Serving at the level of Section Officer / Under Secretary in Central or State Government is encouraged to apply.
- Direct experience with Office Administration, human resource management and organizing events is mandatory.
- Direct experience with Office Procurement Management is mandatory.
- Basic computer skills (MS office and e-mail usage)
- Women candidates having required qualification & experience are encouraged to apply.
- The maximum age limit for the position is 55 years as on date of application

### Job Responsibilities

- Oversee administration procedures and processes for assigned areas of human resource, general administration and budgeting.
- Space management; establishment and facilities engineering; mail service; Tele Communications; occupational health and safety; security; office supply management; and repository management of all files and official documents.
- Guide the Project and advise the management of all its organizational and service challenges.
- Preparing procurement plan and making necessary arrangement for procurement as per the Project requirements as per the World Bank norms.
- Coordinate and supervise all General Service and Support Staff and as such, is responsible for their performance management, and all other supervisory functions
- Co-ordinate and manage staff leave records, well verse with deputation service rules.
- Liaising with external Agencies, taking care of staff service contract agreements, AMC, statutory compliances etc.

## (2) 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 Seven years 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.
- The maximum age limit for the position is 50 years as on date of application

#### Other essentials:

- Has to compulsorily frequently travel to the project areas which are rural and remote and be willing for night stays
- Good communication, analytical and abilities to co-ordinate as team lead.
- Should be able to work in a team and facilitate capacity development down the line.

#### Job Responsibilities:

- Develop the project monitoring and evaluation strategy and take charge of the M & E processes.
- Review the performance indicators and reports produced by M&E Consultants and suggest necessary changes.
- Reporting up-to-date physical and financial performance for each project component to the Project Director, NERLP.
- To co-ordinate closely with the key District staff and Project Facilitating Team engaged under the project and to take field visits to monitor project activities and update MIS timely.
- 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 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 DPMU 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.