

VACANCY ANNOUNCEMENT

(1) Post : District Project Manager.

Eligibility and Qualification:

- Should have Post Graduate degree from a recognized University / Institution/ in Social Work / Sociology /Economics/ Agricultural Economics / Rural Development or related fields.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience in NE region will be judged.
- Minimum of five years' experience in Rural Development or in related fields.

Other essentials:

- Empathy with tribal communities and weaker sections.
- Willingness to travel extensively in rural areas and stay in remote villages.
- Ability to interact easily with Rural Communities.
- Adequate Computer skills and proficiency in English.
- Should know local dialect of the respective State.
- Willingness to accept a minimum tenure of three years.

Job Responsibilities:

- The Project Manager will have to play a critical role in building a 'Team' of those associated with project implementation.
- To plan and administer administrative support programmes.
- To ensure that administrative records (correspondence, inventory etc.) in offices are well organized, maintained and updated.
- To coordinate and supervise all General Service and Support Staff. As such, he/she will be responsible for their performance management and all other supervisory functions.
- To recommend and implement best practice methodology to accomplish project administration and overall goals.
- To handle travel and accommodation arrangements for NERLP officials on tours.
- To review Project Management Cost budgets and recommend improvements and adjustments.
- To organize meetings, seminars, workshops and other official events.
- To develop appropriate communications procedures to ensure that all members of staff are informed regarding the policies and directions of Project.
- To liaison with PFT and review performance.
- To liaison with project communities to ensure conformity with project objectives and approach.
- Assisting / guiding communities in development of Village livelihood plans.
- Monitoring and supervision of project activities.
- Preparation of Annual Action Plan and Budget
- Provide periodic written reports on administrative matters to the Project Manager (Administration).
- Any other task assigned by the Project Director that would contribute to the realization of Project objectives.

(2) Post : Coordinator (Social Gender & Community Mobilisation).

Eligibility and Qualification:

- **Post Graduate** degree from a recognized University / Institutions/ in Social Work / Sociology / Economics / Rural Development or related fields.
- Candidates 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 preferably for 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.

Other essentials:

- 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.
- Capable of working individually and as a part of team.
- 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 CDGs/ SHGs with financial Institutions
- Should assist CDG / 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.

(3) Post : 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 in a Government project.
- For those serving in Central Govt / State Govt / PSUs / Autonomous Bodies requisite experience will be judged
- Preference will be given to those having experience in accounting package (Tally) in an externally aided project.

Other essentials:

- Candidates should be proficient in English
- Must possess basic computer skills (MS Office and e-mail usage)
- 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 assess 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.

Remuneration

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

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| District Project Manager | : ₹.28,000/- per month (Consolidated) |
| Coordinator (SG & CM) | : ₹.22,000/- per month (Consolidated) |
| Accounts Officer | : ₹.22,000/- 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.