

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

House No.102, Dilip Huzuri Path,
GS Road, Guwahati – 781006
Dated: 09/03/2016

Vacancy Announcement

Applications are invited for the following positions for District Project Management Units (DPMU) in Tripura on Deputation/ contractual basis for North East Rural Livelihood Project (NERLP).

Sl	Name of post	DPMU/ Number of post			Monthly remuneration*
		Sipahijala	Khowai	Unokuti	
1	District Project Manager	1	1	1	Rs.45,000/-
2	Accounts Officer	1	1	1	Rs.30,000/-
3	Coordinator (SGCM & MF)	1	1	1	Rs.30,000/-
4	Coordinator(L&RM)	1	1	1	Rs.30,000/-
5	Coordinator(NRM&E)	1	1	1	Rs.30,000/-
6	Accountant	1	1	1	Rs.18,000/-
7	MIS Operator	1	1	1	Rs.18,000/-
8	Office Assistant	1	1	1	Rs.15,000/-
9	Driver	1	1	1	Rs.11,700/-
10	Office Attendant	1	1	1	Rs.9,750/-

*Excluding applicable project allowances.

Application in prescribed format (available at www.nerlp.gov.in) along with attested copies of certificates, mark sheets and testimonials should reach the undermentioned address on or before **30/03/2016**. Posts at Sl.1 to 5 above may be applied on deputation also.

- **Applicants for Sipahijala & Khowai districts:**
Office of the District Project Management Unit, West Tripura
North East Rural Livelihood Project,
Joy Guru Bus Stand,Dhaleswar, Agartala ,West Tripura, Pincode-799007
- **Applicants for Unakuti district:**
District Project Management Unit, North Tripura
North East Rural Livelihood Project
Kailasahar,P.O.Gaurnagar, North Tripura,Pincode-799297.

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

Sd/-
Project Director,
NERLP, Guwahati.

Post: District Project Manager

Eligibility and Qualification:

- Should have Post Graduate degree from a recognized University / Institutions/ 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 proficient in English.
- Should know local dialect of the respective States.

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 Administration & Procurement Officer.
- Any other task assigned by the Project Director that would contribute to the realization of Project objectives.

Post: Coordinator, Social Gender and Community Mobilization and Micro Finance

Eligibility and Qualification:

- Should have Post Graduate degree from a recognized University / Institutions/ Social Work / Sociology / Economics/ Commerce/Agril 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, Micro Finance 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.
- Good Communication skills
- Ability to organize training programmes for strengthening and capacity building of SHGs.

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.
- 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: Coordinator, Livelihood and Rural Marketing

Educational Qualification:

- Should have Post Graduate degree from a 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 requisite experience will be judged
- 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 empowering projects will be highly rated.

Other essentials:

- Has to compulsorily travel frequently to the project areas which are rural and remote. Has to be prepared for frequent night halts in field.
- Ability to empathize with the rural poor & have lateral communication with them.
- Sensitivity towards cultural differences
- Basic Computer skills
- Should know local dialect of the respective States.

Job Responsibilities:

- Livelihood and Market Coordinator will be responsible for assisting the District team in designing sectoral plans for the development of Agriculture, Horticulture/ Forestry based and other non –farm based livelihood activities in which the poor can participate. A regular report & feedback in this regard will have to be submitted to PM (L &RM)
- To identify the major sources of existing and potential livelihood in which the rural population in the selected states 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 in 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.

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.
- 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: 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)
- Should know local dialect of the respective States

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.

Post: 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/ in a Government Project.
- Preference will be given to those having experience of externally aided Projects
- Must be conversant with accounting package (Tally).

Other essentials:

- Must possess basic computer skills (MS Office and e-mail usage)
- Good knowledge in English
- Should know local dialect of the respective States
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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.

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

Post: 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.
- 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.

Post: 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

Post: 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.

Remuneration

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

District Project Manager: : ₹.45,000/-* per month.

Coordinator/ Accounts Officer: : ₹.30,000/-* per month.

Accountant/ MIS Operator: : ₹.18,000/-* per month.

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

Driver : ₹.11,700/-* per month.

Office Attendant : ₹. 9,750/-* per month

*Excluding applicable project allowances

- For employees on deputation, the pay, allowances, HRA etc. will be paid as per the Government rules.

Note : Job responsibilities given are only illustrative.
