

ToR for Project Associate (MIS) –Barmer, Jaisalmer , Jalore

Summary of the Post:

Name of the Post-	Project Associate (MIS)
Level of posting	Cluster level at Block HQ
Qualifications & Experience	Graduate with an experience of 2 years post qualification in Data Handling; Proficiency in data entry, computer MS-Office work. Should have expertise in providing training, troubleshooting and resolving issues in MIS. Experience of working in RGAVP would be an added advantage
Type of Appointment	Direct Contract
Remuneration	Rs. 10400 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Duration	12 Months initially however position is for the entire project period

Vacant Location : Barmer(3), Jaisalmer (2) , Jalore(1)

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

Job Description -

The Project Associate (MIS) shall be responsible to:

- Receive all master and transaction data at block office, in prescribed formats and ensure completeness of data, filled in proper formats and verified by concerning staff.
- Co-ordinate with data porters in collection of masak prativedans and solve problems facing in preparation of masak prativedans
- Ensure correct data entry in MIS of all CBOs and community cadre till the next day from data received and time to time update if required
- Verify MIS data with field regularly and report to Manager (Deepening)/ DPM if any discrepancy is found after filed verification
- Training to data entry operators at the time of their joining
- Assist to Manager/DPM in block progress review through MIS
- Take up any other assignment as entrusted with the DPM.

Reporting

- The incumbent will report to Manager/District Project Manager, RGAVP.

Qualification and Experience

- Graduate with an experience of 2 years post qualification in Data Handling; Proficiency in data entry, computer MS-Office work
- Should have expertise in providing training, troubleshooting and resolving issues in MIS.
- Experience of working in RGAVP would be an added advantage.

- Must be proficient in Hindi, local language and working knowledge of English.

Salary

- Rs. 10400 per month. (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position will require travel of at least ten days in a month.

ToR for Area Coordinator

Summary of the Post:

Name of the Post-	Area Coordinator
Level of posting	Cluster level
Qualifications & Experience	Post Graduate or In case of graduate - one year of relevant experience / RGAVP SHG Member for more than 1 year.
Type of Appointment	Job Basis
Remuneration	Rs. 16900 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
Duration	12 Months initially however position is for the entire project period

Vacant Location : Barmer(15), Jaisalmer (8) , Jalore(6)

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through NRLM and various projects undertaken by RGAVP, target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

The Area Coordinator is the key implementer of the project. S/he will provide guidance and leadership to the field level functionaries and Community Cadre and will coordinate with village community for effective execution of the project. The Area Coordinator will create a favourable environment in the cluster villages, initiate and introduce the project to community. Prepare list of families through BPL and left out poor and conducting base line survey. Support community people in the formation of SHGs Ensure need-based training of SHGs, Village Organizations and Cluster Level Federations and Monitoring community institutions. The Area Coordinator will also be responsible for all subject areas under his/her location jurisdiction i.e. livestock, M&E, Agriculture, skills, convergence etc.

Job Profile

- Provide leadership to the Cluster level teams and ensuring good 'Team Work' by showing self examples for better implementation of NRLM through Community Cadre.
- Overall responsible for the implementation of programmatic aspects i.e. implementation, supervision, monitoring, evaluation, coordination, capacity building, training, documentation, timely and accurate reporting, day to day progress etc. of the NRLM at the Cluster level.
- Coordinate, Liasion, Networking with Block and below level government and non government

authorities, visit of other teams related to NRLM.

- Carry out the subject specialist's job of all of the following discipline - livestock, M&E, Agriculture, skills, convergence etc.
- Represent NRLM at the Block level.
- Any other activities as assigned by the District Project Manager, as required.

Reporting

- The incumbent will report to District Project Manager.

Qualification and Experience

- Post Graduate or in case of graduate - one year of relevant experience / RGAVP SHG member for more than 1 year.
- Must be computer literate – able to use MS office applications and internet.
- Must be proficient in Hindi, local language and working knowledge of English.

Salary

- Rs. 16900 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
- This position will require travel of at least ten days in a month.