

## ToR for Cluster Level Manager

### Summary of the Post:

<b>Name of the Post-</b>	<b>Cluster Level Manager</b>
<b>Level of posting</b>	Cluster level
<b>Qualifications &amp; Experience</b>	PG with 2 years of experience post qualification in the relevant field Or Graduate with 3 years of experience post qualification in the relevant field Experience of working in RGAVP would be an added advantage
<b>Type of Appointment</b>	Direct Contract
<b>Salary (Rs.)</b>	Rs. 18900 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rule 2022)
<b>Duration</b>	12 Months initially however position is for the entire project period

**Duty Station- Cluster Office of Block headquarter of a block in the district**

### 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 functions of the Cluster Level Manager shall be to implement resource block strategy effectively and efficiently in a time bound manner and saturate an administrative block.

### Job Profile

- Clusterisation of administrative block into 3-4 clusters keeping in view geographical conditions and poverty prevalence.
- Developing “phasing” and “deepening” work plan for the assigned block.
- Understanding prevalence of poverty in the assigned block and prioritization of villages for CRP intervention.
- Regular Block level stakeholder engagement especially with Banks officials, Animal husbandry officials, Dairy management, BDO, Pradhan and sharing concept and progress and incorporating suggestions.
- Developing annual work plan for each FY and sharing with DPMU and SPMU for inputs.
- Implementation of work plan and regular monitoring of project progress.
- Liaison with resource block cluster level federation (CLF) and organizing CRP rounds in project for formation and training of community institutions such as SHG, VO, CLF.
- Ensuring village entry and awareness generation by cluster level staff (PFT /PRP) and collecting data of village and analysis of data prior to CRP round.

- Frequent field visit during CRP round and support and inputs to CRP teams.
- Assessment of CRP team members and sharing assessment report to cluster level federation.
- Help support to CRP teams in formation of good quality community institutions (SHG VO) and their training.
- RF, CIF and Bank linkages to SHGs -following Panchsutra as per guideline of RGAVP.
- Assessment of community cadre (BK and AW/SS, VOA etc) and designing and organizing customized training programme at block, cluster and village level.
- Organising periodic meetings with community cadre in the block.
- Assessment of community cadre (BK and AW/SS, VOA etc) and designing and organizing customized training programme at block, cluster and village level.
- Any other activities as assigned by the State Mission Director as required

### **Reporting**

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

### **Qualification and Experience**

- PG with 2 years of experience post qualification in the relevant field or Graduate with 3 years of experience post qualification in the relevant field.
- Must be computer literate – able to use MS office applications and internet.
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

### **Salary**

- Rs. 18900 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.
- Cluster Level Manager will paid TA/DA as per RGAVP rules.