

ToR for District Manager

Summary of the Post:

Name of the Post-	District Manager
Level of posting	District level
Qualifications & 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 Experience of working in RGAVP would be an added advantage
Type of Appointment	Direct Contract
Salary (Rs.)	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)
Duration	12 Months initially however position is for the entire project period

Duty Station- Office of the DPM

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 Community Mobilization & Capacity Building Coordinator, shall include analysis of training needs (area, subject, skill), coordinating with other institutions to prepare various training modules, evaluation of training programs, preparing district-wise training calendar, identification of resource persons, preparation of training schedule, coordination for mutual learning, workshop and exposure, preparing training manuals and appraisal of training needs of different units of the project and community. Look into the aspects related to Social Development and extend support to DPMUs on such social development aspects. He/She will also assist the DPM in all day to day affairs of management of DPMU.

Job Profile

- Responsible for the aspects related to monitoring and evaluation of the project at district and below level.
- Monitoring the project to gather data from various units and its dissemination and transmit learning during monitoring of DPMUBPMU/ and PFTsRBKs/ and community institutions.
- Develop monitoring formats; finalize yardsticks for assessment of Self Help Groups, Livelihoods Plan at districtBlock/ and below level.;
- Support to DPMU in arranging training programmes and manage online MIS, computerized database at district and below level;
- Support in preparing Annual Action Plan for the concerned District based on the approved AAP and phasing plan

- Spend quality time in field to support project implementation
- Liaison with District Level Officers including bankers and other relevant department for convergence.
- Coordinate time to time for evaluation, mid-term assessment, as well as with various district level institutions in finalizing indicators for project evaluation at district and below level;
- Use instruments like LFA to prepare project work plan on ground level and finally ensure that minimum data enables maximum information for monitoring at district and below level.
- Responsible for the Community Mobilization & Capacity Building aspects of the project at the districts and below level.
- Analyse the Training needs with respect to the area, subject and skills of the project and project's employees; prepare and appraisal of training needs of different units of the project and community.
- Coordinate with other institutions to prepare various training modules as per the need for mutual learning at the districts and below level.
- Monitor, evaluate various training programs being implemented by the project at the division, districts and below level and suggest corrective actions for improving the Community Mobilization & Capacity Building aspects.
- Prepare district-wise training calendar, training schedule, training manuals; identify resource persons for training and other Community Mobilization & Capacity Building activities.
- Organise and coordinate workshops and exposure visits etc.
- 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 post qualification experience 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.
- District manager will be paid TA/DA as per RGAVP rules.