

PROJECT MANAGER – INSURANCE AND PENSION

Summary of the Post:

Name of the Post-	PM – Insurance and Pension
Level of posting	SPMU Office, State level
Qualifications	Post Graduate degree or diploma (equivalent) preferably in Rural Development Management, Master in Social work, Financial Management or passed Licentiate/ Associate / Fellowship examination for any Insurance Institute of national repute in India after Graduation.
Experience	Minimum 05 years of relevant experience in related sector with experience of design, planning and working in large scale projects of government/non-government organisation at state/national level
Type of Appointment	Direct Contract
Cost Estimates (Rs.)	Rs. 22150 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rules 2022)
Duration	12 Months initially however position is for the entire project period
Roles	To Provide guidance to the Mission Team for the implementation of insurance/pension initiatives

Position-1 (State Level) Duty Station- SPMU

Reporting

- As part of State Project Management Unit, the incumbent will report to SPM – Digital Finance or as and when reporting officer designated by RGAVP.

Key Responsibilities

- Support in mainstreaming of insurance and pension initiatives
- Develop pool of community cadre/master trainers-training, deployment and management
- Customized modules and protocols shared by NMMU and if required develop state specific modules and materials
- Mentor/monitor/guide staff at state, district and block team to ensure effective rollout of the activities
- Represent at different forums and liaison with different line departments and NMMU related to the mission activities and reports
- Facilitate planning, managing and budgeting at various levels
- Provide support in programme, systems, data and fund management activities in the state
- Any other task assigned by reporting officer

Qualification and Experience

- Post Graduate degree or diploma (equivalent) preferably in Rural Development Management, Master in Social work, Financial Management or passed Licentiate/ Associate / Fellowship examination for any Insurance Institute of national repute in India after Graduation.
- Minimum 05 years of relevant experience in related sector with experience of design, planning and working in large scale projects of government/non-government organisation at state/national level

Salary

- Rs. 22150 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 field travel extensively.
- Employee will be paid TA/DA as per RGAVP rules.

PROJECT MANAGER - FINANCE

Summary of the Post:

Name of the Post-	PM –Finance
Level of posting	SPMU Office, State level
Qualifications	CA (inter)
Experience	CA (inter) Minimum 05 years of relevant Post Qualification work experience in the field of related sector with experience of finance/budgeting/ accounting/auditing and working in Rural development Programme.
Type of Appointment	Direct Contract
Cost Estimates (Rs.)	Rs. 22150 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rules 2022)
Duration	12 Months initially however position is for the entire project period
Roles	Assist State Project Manager (Finance) for satisfactory operations of Finance & accounting Functions of the project including management of supporting staff, consolidation of the budget estimates and preparation of financial management reports. Timely submissions of the withdrawal applications & other information to GoI, GoR and ensure timely flow of the fund to the project. Backup support to DPMU for Finance and accounting functions. Development of capability in the finance and accounting staff. Linkage between physical and Financial progress.

Position-1 (State Level) Duty Station- SPMU

Reporting

- As part of State Project Management Unit, the incumbent will report to SPM (Finance) or as and when reporting officer designated by RGAVP.

Key Responsibilities

- Assist to SPM(F) in implementation of financial and accounting aspects i.e. budgeting, accounting, maintenance of books of accounts, audit, financial forecast, fund release, keep track on expenditure and fund flow etc. and day to day fund management of the project.
- Assists SPM(F) in Coordinating, Liasioning, Networking on finance management issues government and non government authorities, state and central governments, word bank.
- Represent RGAVP particularly on the matter related to finance and accounts when asked to do so.
- Preparation of budget estimates and allocation of budget at Integrated Financial Management System (IFMS)
- Preparation required data and release Fund from finance department and monitoring fund balance at state level.
- Reconcile balance every month at IFMS balance and report to Rural development.
- Reply audit para to Rural development, AG, or Planning Department.
- Report to Planning Department at time to time and submit report all review meeting with planning department.
- Working with IFMS and PFMS(Public Financial Management System).
- Timely Release funds from Finance department.
- Preparing utilization certificate timely and proposals for submit to MoRD and World bank.
- Information / Reports to GoI and GoR. AG information relates to finance and accounts sections.
- Reconciliation of financial progress with computerised management system(IFMS).
- Release funds to Districts as per requirement by districts.
- Assist state project manager (finance) on day to day basis.
- Any other task assigned by reporting officer

Qualification and Experience

- CA(inter)
- Minimum 05 years of relevant Post Qualification work experience in the field of related sector with experience of finance/budgeting/accounting/auditing and working in Rural development Programme.
- Must be computer literate-able to use MS office applications accounting software.
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Salary

- Rs. 22150 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 field travel extensively.
- Employee will be paid TA/DA as per RGAVP rules.

DRC INCHARGE

Summary of the Post:

Name of the Post-	DRC Incharge
Level of posting	District/Block level
Qualifications	Post Graduate degree or Diploma (Equivalent) in Rural Development/ Rural Management/ Mass Communication/ MSW/MBA
Experience	Minimum 1 year of experience post qualification in the relevant field
Type of Appointment	Direct Contract
Cost Estimates (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 Rules 2022)
Duration	12 Months initially however position is for the entire project period
Roles	The functions of the DRC incharge heads include assisting in designing and implementing the various capacity building exercises, for staff, community institutions and community cadre, under Resource Cell & Capacity Building Cell.

Position- 1 (District / Block) Duty Station- DPMU

Reporting

- As part of District Project Management Unit, the incumbent will report to District Project Manager or as and when reporting officer designated by RGAVP.

Key Responsibilities

- Assist in developing operational designs and mechanisms to assess the training needs of different level of staff, community institutions and community cadres.
- Develop the Training Modules, Training Manuals, Training Schedules, etc. for primary and refresher training of all the community cadres, community trainers, etc.
- Conduct the write-shops to finalize the training modules, manuals and schedules, etc.
- Devise strategy for the primary and refresher training of the Lead Trainers, Master Trainers and Community Trainers which shall include the total number of training days (Primary & Refresher) required for each category of trainer mentioned above, day-wise schedule for each training programme.
- List out and prepare the training material required for each kind of training programme.
- Identify and train the Resource Person, Master Trainers and Community Trainers required (as per the details provided by SPM-IB-CB) to train the Community Cadre and Community Institutions.
- Deal with the operation parts of training programmes such as preparing training calendar for various trainings; oversee the training arrangements like venue, stationary, material availability, stay arrangements of participants and trainers, etc
- Co-ordinate the training programmes to be organized at district and block level by Block Resource Centres (BRCs).
- Prepare and compile the reports for all the training programmes
- Co-ordination with respective districts for organizing field visit, immersion and exposure visits of training participants.
- Support in preparing calendar for the district and block level training programmes.
- Intensive field visits to ensure the conduct of quality training at district and block level.
- Other responsibilities as assigned by the SPM (IB-CB)& DPM.
- Screening of community cadre at district level.

Qualification and Experience

- Post Graduate degree or Diploma (Equivalent) in Rural Development/ Rural Management/ Mass Communication/ MSW/MBA
- Minimum 1 year of experience post qualification in the relevant field
- Must be computer literate – able to use MS office applications and internet.

- Experience in developing various kind of training material, training modules and other reference material for community and professionals.
- Experience in designing various capacity building exercises for community and professional is desirable.
- Have exposure of the working with community institutions.
- Experience of working with government/externally aided agencies 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 field travel extensively.
- DRC incharge will be paid TA/DA as per RGAVP rules.

BLOCK TECHNICAL COORDINATOR – FINANCIAL INCLUSION

Summary of the Post:

Name of the Post-	Block Technical Coordinator – Financial inclusion
Level of posting	Block, Block Level
Qualifications	Post Graduate degree or diploma preferably in Rural Development Management, Master in Social work/Financial Management
Experience	Fresh Graduate from management institute and comfortable with computer/MS Office & latest android based platform
Type of Appointment	Direct Contract
Cost Estimates (Rs.)	Rs. 16900 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rules 2022)
Duration	12 Months initially however position is for the entire project period
Roles	To Provide guidance to community institution/cadre for the implementation of Financial Inclusion Initiative

Position- 4 (Block) Duty Station- BPMU

Reporting

- As part of Block Project Management Unit, the incumbent will report to District Project Manager or as and when reporting officer designated by RGAVP.

Key Responsibilities

- Support in strengthening of Alternate Banking Solution and Micro Insurance
- Support in the identification of cadre and their trainings and deployment
- Conduct training for community Institutions and cadre
- Attend BLBC meeting and share the progress report, constraints (if any) in SHG bank linkage
- Support in conducting of training of Branch managers and others
- Mentor/monitor/guide staff and community cadre to ensure effective rollout of financial inclusion activities of the Mission
- Provide support in programme, systems, data and fund management and anchor Financial inclusion activities in the block
- Coordinate with Bank and Corporate BC to provide technical solution to BC Sakhi
- Any other task assigned by reporting officer

Qualification and experience

- Post Graduate degree or diploma preferably in Rural Development Management, Master in Social work/Financial Management
- Fresh Graduate from management institute
- Comfortable with computer/MS Office & latest android based platform

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 field travel extensively.
- Employee will be paid TA/DA as per RGAVP rules.

BLOCK TECHNICAL COORDINATOR – FORWARD LINKAGE

Summary of the Post:

Name of the Post-	Block Technical Coordinator – Forward Linkage
Level of posting	Block, Block Level
Qualifications	UG (4 years course) in Ag Science, Forestry, and/or PG in Rural Development/Rural Management/social sciences
Experience	0-1 years of experience of procurement and marketing of specific agri commodity in large scale, experience in managing agriculture commodity supply chain in companies engaged in agri business
Type of Appointment	Direct Contract
Cost Estimates (Rs.)	Rs. 16900 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rules 2022)
Duration	12 Months initially however position is for the entire project period
Roles	Block Technical Coordinator- Forward Linkage would work under the guidance of the SPM-Value Chain and Forward Linkage to implement value chain development interventions in the blocks

Position-2 (Block) Duty Station- BPMU

Reporting

- As part of Block Project Management Unit, the incumbent will report to District Project Manager or as and when reporting officer designated by RGAVP.

Key Responsibilities

- Responsible for execution and monitoring of the sanctioned value chain development projects at the block level
- Continuously scout for opportunities by analyzing potential for developing value chain interventions for existing commodities being produced in the block.
- Facilitate the technical support agencies in implementation of the sanctioned projects.
- Maintain information regarding produce of the SHG members, markets (prices and trends), commodity-wise details of local and block level markets.
- Identifying local buyers/local buyers, facilitating buyer seller meets at the block level.
- Collection of information/data for development of new proposals in value chain development.
- Execution of capacity building plans for the project staff, udyog mitra and community members on farm livelihoods and value chain development.
- Facilitate workshops, consultations necessary for developing manuals and guidelines to facilitate implementation of value chain development.
- Identify and document best practices in value chain development under farm livelihoods initiatives in the block.
- Ensuring data collection and entry into MIS for monitoring and evaluation of value chain interventions.

Qualification and experience

- UG (4 years course) in Ag Science, Forestry, and/or PG in Rural Development/Rural Management/social sciences
- 0-1 years of experience of procurement and marketing of specific agri commodity in large scale, experience in managing agriculture commodity supply chain in companies engaged in agri business.
- P&L handling experience for an area/product line within an agri-commodity focused corporate environment.
- Experience in procurement/marketing of agriculture commodities.
- Experience of setting up field level procurement centers.
- Proven experience of leading professional staff and builds their initiative and enables them to function as members of efficient and effective teams.
- Demonstrable experience of b project management, ensuring the delivery of high quality programmes as well as managing internal learning processes across virtual teams.
- Managed a team of at least 5 field staff.

Job Related Competencies

- Knowledge of supply chain management, execution of procurement operations, project management.
- Familiarity with mutual assistance principles, functioning of cooperatives or other community based business enterprises, governance mechanisms for Producer Companies would be preferred.
- Ability to work with government agencies, technical support partners at the block level.
- Ability to work effectively with community resource persons, community and field staff to deliver results.
- Effective Teamwork with conflict resolution skills.
- Demonstrated openness to change and ability to manage complex situations.

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 field travel extensively.
- Employee will be paid TA/DA as per RGAVP rules.

BLOCK TECHNICAL COORDINATOR – ENTERPRISE PROMOTION

Summary of the Post:

Name of the Post-	Block Technical Coordinator – Enterprise Promotion
Level of posting	Block, Block Level
Qualifications	Post graduate in management/commerce/engineering background from an institution of repute.
Experience	Minimum of 0-1 years of experience of working in non-farm livelihoods promotion or in a business organisation preferably in rural based value chains.
Type of Appointment	Direct Contract
Cost Estimates (Rs.)	Rs. 16900 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rules 2022)
Duration	12 Months initially however position is for the entire project period
Roles	Block Technical Coordinator – Enterprise Promotion has the responsibility of operations of the One Stop Facility (OSF) centre. She/he has to ensure that entrepreneurs in the blocks are provided the required services

Position-7 (Block) Duty Station- BPMU

Reporting

- As part of Block Project Management Unit, the incumbent will report to District Project Manager or as and when reporting officer designated by RGAVP.

Key Responsibilities

Block Technical Coordinator- Enterprise Promotion has the responsibility of operations of the One Stop Facility (OSF) centre. She/he has to ensure that entrepreneurs in the blocks are provided the required services. The specific role is

- Ensure provision of Business Support Services by OSF to all the entrepreneurs in the block.
- Ensure that OSF has the required technical information (information about schemes etc) for the services that need to be rendered.
- Create various data sets of enterprise and entrepreneurs in the block including the baseline survey of existing enterprises; ensure that this data is updated at regular intervals.
- Assist in preparing the necessary content for training and capacity building of various stakeholders.
- Ensure that financial requirements of enterprises are met, both from CEF and through Formal Financial Institutions.
- Coordinate amongst TSA, OSF, CBOs and project staff for effective implementation.
- Assist in identification and selection of Community Cadre and Mentors for OSF.
- Institutionalise OSF and governance mechanisms (infrastructure, opening bank-account, appointment and rotation of signatories, etc.) as per norms.
- Support the CBOs in operationalising the various activities under the programme and in building their capacities to take over all the programme elements at the end of the project period.
- Identify new business opportunities and markets for setting up enterprises.
- Ensure regular monitoring and reporting of entrepreneurship development activities in the block
- Ensure that both the quantitative and qualitative targets are met.
- Ensure MIS and monitoring reports are submitted as per the defined timelines.
- Provide handholding and business management support to the clusters/ incubated enterprises being supported in the block.

Qualifications and experience

- Post graduate in management/commerce/engineering background from an institution of repute.
- Minimum of 0-1 years of experience of working in non-farm livelihoods promotion or in a business organisation preferably in rural based value chains.

Skills and competencies

- Strong in numeracy, analytical, and business skills.

- Good team player with strong ability to work in teams and with people with no direct reporting relationships.
- Data driven, open to learning and adaptable, should be willing to adapt to ground realities.
- Compassionate for the poor and willing to look at issues from their lens.
- Honest, fair and objective in work.
- A Self-starter and a target oriented person.
- Willing to travel extensively in the field and stay in a village for 15 days a month.

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 field travel extensively.
- Employee will be paid TA/DA as per RGAVP rules.

BLOCK TECHNICAL COORDINATOR – ORGANIC FARMING

Summary of the Post:

Name of the Post-	Block Technical Coordinator – Organic Farming
Level of posting	Block, Block Level
Qualifications	UG (4 years course) in Ag Science, Forestry, and /or PG in Rural Development /Rural Management/ social sciences.
Experience	0-1 years in a livelihood development project responsible for promotion of organic production systems and allied activities based livelihoods.
Type of Appointment	Direct Contract
Cost Estimates (Rs.)	Rs. 16900 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rules 2022)
Duration	12 Months initially however position is for the entire project period
Roles	Block Technical Coordinator - Organic farming would work under the guidance of the SPM--Farm Livelihoods and be responsible for the implementation of organic farming and certification in the blocks.

Position-5 (Block) Duty Station- BPMU

Reporting

- As part of Block Project Management Unit, the incumbent will report to District Project Manager or as and when reporting officer designated by RGAVP.

Key Responsibilities

- Execution and monitoring of the sanctioned organic village cluster projects through regular field visit and review.
- Cluster level planning and roll out of organic village cluster development activities.
- Rolling out certification in the clusters and facilitate technical support agencies in implementation.
- Continuously scout for opportunities by analyzing potential for developing value chain interventions for existing commodities being produced in the block.
- Maintain information regarding produce of the SHG members, markets (prices and trends), commodity-wise details.
- Identifying local buyers, conducting buyer seller meets.
- Executing capacity building plans for the project staff and community members on farm livelihoods and value chain development.
- Identify and document best practices.
- Ensuring data collection and entry into MIS for monitoring and evaluation.

Qualifications and experience

- UG (4 years course) in Ag Science, Forestry, and /or PG in Rural Development /Rural Management/ social sciences.
- 0-1 years in a livelihood development project responsible for promotion of organic production systems and allied activities based livelihoods.
- Should have handled procurement / marketing / supply chain for organic agricultural produce.
- Experience of roll-out of PGS or Third party certification with at least 100 farmers.
- Experience in setting up systems and processes to roll-out organic farming.
- Demonstrable experience of project management, ensuring the delivery of high quality programmes as well as managing internal learning processes across virtual teams.
- Managed a team of at least 5 field staff.

Job Related Competencies

- Knowledge of organic certification standards-both third party and PGS certification systems.
- Knowledge of compliances for both export and domestic markets for organic produce.
- Knowledge of organic farming methods, agro-ecological practices.

- Ability to work effectively with community resource persons, community and field staff to deliver results.
- Good data analysis and conceptualization skills.
- Ability to build and sustain effective partnerships with Government departments, technical support agencies and capacity building agencies.
- Demonstrated openness to change and ability to manage complex situations.

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 field travel extensively.
- Employee will be paid TA/DA as per RGAVP rules.

CLUSTER TECHNICAL COORDINATOR – ORGANIC FARMING

Summary of the Post:

Name of the Post-	Cluster Technical Coordinator – Organic Farming
Level of posting	Cluster, Cluster Level
Qualifications	Diploma in agriculture from a AICTE recognized institute or UG (4 years course) in Ag Science, Forestry
Experience	0-1year in a livelihood development project responsible for promotion of organic production systems and allied activities based livelihoods. In case of Diploma Agriculture, fresh graduates may be considered.
Type of Appointment	Direct Contract
Cost Estimates (Rs.)	Rs. 10400 per month (The remuneration may increase or decrease as per the directions of FD, GoR or Rajasthan Contractual Hiring to Civil Post Rules 2022)
Duration	12 Months initially however position is for the entire project period
Roles	Cluster Technical Coordinator-organic farming would work under the guidance of the Block Technical Coordinator- Organic farming and be responsible for the implementation of organic farming and certification at the cluster level

Position-5 (Cluster), Duty Station, BPMU

Reporting

- The incumbent will report to District Project Manager or as and when reporting officer designated by RGAVP.

Key Responsibilities

- Cluster level planning and roll out of organic village cluster development activities.
- Rolling out certification in the clusters and facilitate technical support agencies in implementation.
- Maintain information regarding produce of the SHG members, markets(prices and trends), commodity-wise details.
- Executing capacity building plans for the project staff and community members on farm livelihoods and value chain development.
- Identify best practices and communicate the same to the block level.
- Ensuring data collection and entry into MIS for monitoring and evaluation.

Qualifications and experience

- Diploma in agriculture from a AICTE recognized institute or UG (4 years course) in Ag Science, Forestry
- 0-1year in a livelihood development project responsible for promotion of organic production systems and allied activities based livelihoods. In case of Diploma Agriculture, fresh graduates may be considered.
- Experience of roll-out of PGS or Third party certification would be preferred.
- Experience of working with community and community mobilization for livelihoods interventions.
- Experience in executing training and capacity building programs at the field level with community resource persons and community.

Job Related Competencies

- Knowledge of organic certification standards--both third party and PGS certification systems would be preferred.
- Knowledge of organic farming methods, agro-ecological practices.
- Ability to work effectively with community resource persons, community and field staff to deliver results.

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 field travel extensively.
- Employee will be paid TA/DA as per RGAVP rules.

ToR for Accounts Supervisor (District)

Summary of the Post:

Name of the Post-	Accounts Supervisor (1 post in each district)
Level of posting	District level
Qualifications & Experience	Graduate in Commerce and 3 years of experience in accounting. Proficiency in data entry, computer MS-Office work and/ or knowledge of tally, accounting and other accounting software. Experience of working in RGAVP would be an added advantage
Type of Appointment	Direct Contract
Salary (Rs.)	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

Position-3 (District Level) Duty Station- Office of the District Project Manager

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 Profile

- (1) Assist Manager (Finance) For Satisfactory operations of Finance & accounting functions of the project viz. preparation of budget estimates, Allocation of budget, information's/ reports to GOI, GoR, AG reconciliation, Payments related to staff, NGO, Service Provides etc. Parliamentary and Assembly information's related to Finance & Accounts section and other work assigned by Manager (Finance) or DPM
- (2) Assist Manager (Finance) for satisfactory operations of Finance & Accounting functions of the project i.e. maintenance of books of accounts, Bank reconciliation, reconciliation with Dumps, operation of accounting software & consolidation of Accounts, Reimbursement Claims, Reconciliation of Financial progress with Computerized Management Information System (CMIS), Timely deposit of Govt. dues, taxes etc., other work assigned by Manager (Finance),
- (3) Assist Manager (Finance) for satisfactory timely operations of internal, external and other audits for the project. Follow-up of the audit reports received other work as and when assigned by Manager (Finance).
- (4) Any other activities as assigned by the State Mission Director as required.

Reporting

- As part of District Project Management Unit, the incumbent will report to the DPM/Manager (Finance), concerned district.

Qualification and Experience

- Graduate in Commerce and 3 years of experience in accounting.
- Proficiency in data entry, computer MS-Office work and/ or knowledge of tally, accounting and other accounting software
- 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.
- Government servant having similar experience and qualifications may also apply

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 field travel as and when required.
- Accounts Supervisor will paid TA/DA as per RGAVP rules.

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

80 Postions: 1 at each Cluster level; **Duty Station-** at Cluster level

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 Bock 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.