

No.PD/NERLP/2016-17/695/337  
**North East Livelihood Promotion Society**  
Ministry of DoNER, Govt. of India

**Regional Project Management Unit**  
House No.102, Dilip Huzuri Path  
PO - Assam Sachibalaya, Dispur  
Guwahati-781006  
Date:-10/05/2018

**Vacancy Announcement**

Applications are invited for one Post of **Coordinator (Micro-Finance)** in District Project Management Unit (DPMU), South Sikkim on contractual terms for North East Rural Livelihood Project (NERLP).

Application in prescribed format (available in [www.nerlp-development.in](http://www.nerlp-development.in)) along with self attested copies of certificates, mark sheets and testimonials should reach the office of the District Project Management Unit, North East Rural Livelihood Project (NERLP) , 1<sup>st</sup> Floor, C.N. Sherpa Building (below Telephone exchange), Jorethang, South Sikkim, Pin – 737121. The last date of receipt of application is 28/5/2018.

For further details, please logon to [www.nerlp-development.in](http://www.nerlp-development.in).



**Project Director,**  
NERLP, Guwahati.

## Coordinator- Microfinance

### Eligibility and Qualification:

- Should have **Post Graduate** degree from a recognized University / Institutions in Economics/Commerce/Agri Economics and related fields.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience in the field and NE region will be judged.
- Minimum of **three years experience** in Micro finance or in related fields

### 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, lateral communication with them.
- Expertise in computer skills.
- Good Communication skills
- Ability to organize training programmes for strengthening and capacity building of SHGs.
- Should know local dialect of the respective States

### Job Responsibilities:

- 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.

### Remuneration

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

Co-ordinator (Micro Finance)

**\*Rs. 40,000/- per month.**

\*Excluding applicable project allowances\*.

**Note: - Job responsibilities given are only illustrative.**