

PD/NERLP/2016-17/695/345
North East Livelihood Promotion Society
Ministry of DoNER, Govt. of India

House No.102, Dilip Huzuri Path,
GS Road, Guwahati – 781006
Dated: 14/08/2017

Vacancy Announcement

Applications are invited for the following positions in Regional Project Management Unit (RPMU) at Guwahati on contractual/deputation terms for North East Rural Livelihood Project (NERLP).

Name of post	Number	Monthly remuneration*
Project Manager-Administration	1	Rs.52,000/-
Project Manager-Micro Finance	1	Rs.52,000/-
Asstt. Project Manager-Skill Development & Placement	1	Rs.33,800/-

*Excluding applicable project allowances.

Application in prescribed format (available at www.nerlp-development.in) along with copies of certificates, mark sheets and testimonials should reach the Office of the Project Director on the above address on or before **15/09/2017**. Applications in the prescribed format only fulfilling the terms of respective posts accompanied by all particulars only shall be considered.

For further details, please logon www.nerlp-development.in

**Project Director,
NERLP, Guwahati.**

o/c

Post : Project Manager – Administration

Eligibility and Qualifications

- University degree in any discipline or equivalent from a recognized University.
- Minimum of 5 to 6 years experience in Administration of an organization or related work.
- For those serving in Central Government/State Government/ PSUs/Autonomous Bodies requisite experience will be judged. Serving or retired persons at the level of Section Officer / Under Secretary in Central or State Government are encouraged to apply.
- Direct experience with Office Administration, human resource management and organizing events is mandatory.
- Direct experience with Office Procurement Management is mandatory.
- Basic computer skills (MS office and e-mail usage)

Job Responsibilities

- Oversee administration procedures and processes for assigned areas of human resource, general administration and budgeting.
- Space management; lease management and facilities engineering; mail service; Tele Communications; occupational health and safety; security; office supply management; and repository management of all files and official documents.
- Guide the Project and advise the management of all its organizational and service challenges.
- Preparing procurement plan and making necessary arrangement for procurement as per the Project requirements as per the World bank norms.
- Coordinate and supervise all General Service and Support Staff and as such, is responsible for their performance management, and all other supervisory functions.

Post : Project Manager, Microfinance

Eligibility and Qualification:

- Should have Post Graduate degree from a recognized University / Institutions in Economics/Commerce/Agril 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 **five years experience** in micro finance or in related fields.

Other Essentials:

- Has to compulsorily travel frequently 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.
- Capable of working individually or as a part of team.
- Good communication, analytical and training skills.
- Ability to organize training programmes for strengthening and capacity building of SHGs

Job Responsibilities:

- 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 programmes.

Post : Assistant Project Manager, Skill Development, Training and placement

Eligibility and Qualification :

- Post graduate degree from a recognized university/institution in Sociology/ Economics/Rural Development/Agricultural Economics or related fields with computer skills and at least **3 years experience** in related field.
- For those serving in Central Govt / State Govt / PSUs/ Autonomous Bodies requisite experience will be judged
- Should have 3 years experience in skill development and training

Other Essentials:

- Good communication skills
- Willingness to travel frequently & extensively
- Basic computer skills (MS office and e-mail usage)

Job Responsibilities:

- Liaison with different training institutions for skill development/upgradation of Youth.
- Facilitate linkages with private training institutions for placements
- Should assist Community Livelihood Group / SHG / Youth Groups in identifying their training needs for skill development & up gradation and developing training module and training aids
- Any other task assigned by PD that would contribute to the realization of project objective.

Remuneration

- Individuals appointed on contractual basis will be paid remuneration as under
Project Manager : ₹.52,000/-* per month.
Assistant Project Manager: : ₹.33,800/-* per month.
*Excluding applicable project allowances

Note : Job responsibilities given are only illustrative.