

Gujarat Livelihood Promotion Company Ltd.

DAY - National Rural Livelihood Mission (DAY-NRLM)

Annexure- A

Job Description of General Manager

1. Social Mobilization & Institutional Building

Designation	General Manager
Level	Top Management
Vertical	Social Mobilization & Institutional Building (SM &IB)
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, Any Other Official designated by MD
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Post Graduate degree/2 year PG Diploma in Social Work, Social Sciences, NGO Management, Rural Development
Experience	<ul style="list-style-type: none">• 10 to 15 Years and above relevant to the post.• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	Strong Communication and Documentation skills in English, Knowledge of Hindi and Gujarati is essential Experience in Govt. Sector (PSU), Social Sector will be preferred
Age Limit	Max 45 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 60000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager, District Livelihood Managers, State Assistant Project Manager, Taluka Staff etc. Broad Area of Work:

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SM & IB

- The GM is responsible to design, develop and plan the entire social mobilization thematic area,
- Plan out strategies visualizing sustainable mobilization helpful for the poor in the fighting and creating safety net against poverty
- Plan and develop policies for sustainable institution building helpful for the poor to come out of poverty
- As the leader of the SM & IB Component, the person will directly , lead, manage and guide the GLPC SM & IB team on their day to day results in the short term.
- Liaison with different line departments related to the thematic area

Gender & Social Inclusion :

- The GM is responsible to design, develop and plan programmes for the inclusion of women and Socially Deprived segments/persons of the society into main stream of development.
- Identification of exclusion errors in institution building and plan out strategies for inclusion of socially, culturally and economically deprived segments into the fold of institutions of the poor
- Plan and develop policies for the benefit of Gender and Socially Deprived Segments/persons of the society
- Lead, motivate and guide the team for implementing successful strategies
- Liaison with various departments/NGOs/CSRs Civil Society Organizations for the development

Other Activities:

- Create an enabling work environment to maximize intra thematic and cross thematic exchange of ideas, plans and strategies for implementation
- Undertake necessary liaison and coordinate implementation of the project with all key

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	<p>stakeholders (district administration, line department, NGOs, technical agencies, banks, etc.)</p> <ul style="list-style-type: none">• Provide necessary technical and management support to District Mission Management Unit (DMMU) & Block Mission Management Unit (BMMU) and conduct regular review meetings• Mentoring DMMU & BMMUs staff to ensure effective rollout of Mission activities.• Any work as and when required
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Job Description of General Manager

2. Microfinance & Financial Inclusion

Designation	General Manager
Level	Top Management
Vertical	Microfinance & Financial Inclusion (MF & FI)
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, Any Other Official designated by MD
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	MBA/PGDM (2 years) in Finance/Banking & Finance from a recognized University
Experience	<ul style="list-style-type: none">• 12 years and above relevant to the post out of which last 5 years in Micro-finance/ Rural finance/ Banking/ Financial Institutions/ Co-operative Banking• S/he should have experience of working at the senior management level on the SHGs/federations/SHG-Bank linkage model related to community institution model.• S/he should also have effective training skill and have experience of designing and implementing capacity building to community institutions• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	Strong Communication and Documentation skills in English, Knowledge of Hindi and Gujarati is essential Experience in Govt. Sector (PSU), Social Sector will be preferred.

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Age Limit	Max 45 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 60000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	<p>General Manager will be responsible to provide directions, guidance and support to a team consisting of Project Manager (MF&FI), District Livelihood Managers, Assistant Project Manager- State (MF & FI), District Assistant Project Manager (MF&FI), Advisors, Consultants, Retired Bankers.</p> <p>Broad Area of Work:</p> <ul style="list-style-type: none">• Implementation of the MOU signed between GLPC and (State Level Banking Committee) SLBC on credit linkage of Sakhi-Mandalas/SHGs• Developing the Institutional framework for linking of all eligible SHGs/Sakhi Mandals with Bank Finance• Coordination with SLBC/NABARD/RBI/Banks and other concerned agencies.• Review/Updation of Guideline on grading and credit linkage of SHGs by Banks as and when felt necessary.• Review/Updation of Guideline on Interest Subsidy Scheme for Women SHGs as and when felt necessary.• Developing and Implementing the Institutional framework for Issue of Artisan Credit Card and other Credit Cards for the targeted Clientele such as Kishan Credit Cards etc. within the framework of the policy of the company.• Coordinating with all the other concerned verticals of the company in which Institutional Finance is involved for the implementation of Livelihood Programmes.• Representing GLPC in various meetings/Forums as and when necessary.• Follow up, Monitoring and review of the progress on credit Linkages under the various programmes of NRLM.• Attending to the Correspondence emanating from various departments/ agencies/organizations on a day to day basis.

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	<ul style="list-style-type: none">• Provide Input in formulation of policies of the company in specific area of vertical.• Assist in Business promotion plan of the Company.• Develop network of and partnership with similar Institutions and financial Institutions/donor agencies.• Build partnership and linkages with private sector, civil society organizations, banks and other stakeholders as per the requirement of the vertical.• Oversee and supervise the progress in activities of these projects, ensure performance of the team with assistance of Project Manager and Assistant Project Manager.• Attending to the matters of Regional Rural banks.• Report as and when required to the Board of Directors.• Any other duties as assigned by the managing Director GLPC from time to time.• Financial Inclusion• Fulfil requirements of NRLM Delhi team• SHG mapping in online system for easy process of bank loan• Any work as and when required
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Job Description of General Manager

3. Skill Training Placement & Capacity Building

Designation	General Manager
Level	Top Management
Vertical	Skill Training Placement (STP) & Capacity Building
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, Any Other Official designated by MD
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Post Graduate degree/Diploma (2 Years) in Social Work, Rural Management, Business Administration, Social Sciences, Humanities
Experience	<ul style="list-style-type: none">• 10 years and above relevant to the post• S/he should also have effective training skill and have experience of designing and implementing capacity building to community institutions• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	Strong Communication and Documentation skills in English, Knowledge of Hindi and Gujarati is essential Experience in Govt. Sector (PSU), Social Sector will be preferred.
Age Limit	Max 45 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 60000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	General Manager will be responsible to provide directions, guidance and support to a team consisting of Project Manager, District Livelihood Managers, State

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	<p>Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc.</p> <p>Broad Area of Work:</p> <ul style="list-style-type: none">• Responsible for overall implementation of the Project's Jobs Creation agenda.• Identifying the Jobs sectors to operate and ensuring linkages with private sector partners.• Monitoring, maintenance & updating of Jobs database.• Periodical performance and trend analysis of project implementation• Ensuring that proper audit and monitoring mechanisms are followed.• Preparation of programme budget plan in consultation with Mission Director as per project targets.• Formulation & guidance of district wise Jobs project strategy.• Convergence with other Govt. Departments to facilitate state target.• Pilot New Initiatives in the Skills sectors for future expansion• Identify appropriate partners, training institutions, syllabi and delivery mechanism for identified sectors.• Any other task as and when required
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Job Description of General Manager

4. Cottage Industries and Rural Service Sector

Designation	General Manager
Level	Top Management
Vertical	Cottage Industries and Rural Service Sector (CRS)
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, Any Other Official designated by MD
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	MBA/PGDM/PGDBM- Marketing, Business Management, Rural Management
Experience	<ul style="list-style-type: none">• 10 Years and above relevant to the post• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	Strong Communication and Documentation skills in English, Knowledge of Hindi and Gujarati is essential Experience in Govt. Sector (PSU), Social Sector will be preferred.
Age Limit	Max 45 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 60000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager, District Livelihood Managers, State Assistant Project Manager, Taluka Staff, MOU Partners etc. Broad Area of Work:

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	<ul style="list-style-type: none">• Meet and exceed targets in creating sustainable livelihoods by Planning, Organizing and Managing and Executing projects including Financial Management.• Manage, enhance and build effective relationships with existing and new partner organizations• He / she will manage and be responsible for a cross-section of MoUs in the region.• Additionally the individual will be responsible for positively influencing partner organizations and defusing potential problems, anticipating their needs and identify jointly any appropriate alternatives and solutions as required• The individual shall work with a cross functional teams from other verticals and possible engagement of other resources within and outside of GLPC• This individual will be required to acquire and maintain good working knowledge of relevant government's policies, schemes and guidelines• A high level of technical knowledge of project management concepts and project evaluation from financial and functional aspects will be required• Ability to work with other government line departments to leverage upon the synergies involved• Conduct Project Review Meetings with District & Taluka teams• Project allocation to Districts• Exploring and executing synergies between various MoUs/Projects• Find new innovative livelihoods projects with substantial impact & Improvements in on-going projects• To take all the necessary actions as and when required by any Senior or authority like Managing Director, Jt. Managing Director of the company and complete the task assigned to them in the stipulated time.• Identify new forward & backward linkages between the poor and Corporations engaged in Organized Retail, Exports, Business-To-Business and Business-To-Government sectors.
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	<ul style="list-style-type: none">• Analysis partner organizations' business objectives by asking probing questions that are relevant to the partner organizations in order to collect information from them, which enables the GLPC team to be more effective and responsive to partner organization's needs.• Identifies areas of risk/opportunities and influences and implements continuous improvements.• Any other task as and when required
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Job Description of General Manager

5. Livelihood Promotion (Farm)- Agriculture & Agro based sector, Animal Husbandry & Dairy Sector, Horticulture

Designation	General Manager
Level	Top Management
Vertical	Livelihood Promotion (Farm) - Agriculture & AHD
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, Any Other Official designated by MD
Position	03
Place of Posting	Head Office, GLPC Ltd.
Qualification	Bachelor Degree in Agriculture/Horticulture/Animal Husbandry with Post-Graduate in Management/ Agriculture/Horticulture/Animal Husbandry/ Agri-Business Management/Social Work/Rural Studies from a recognized University
Experience	<ul style="list-style-type: none">• 12 years and above relevant to the post out of which 5 years in designing, implementing and monitoring projects in the areas of Agriculture/Horticulture/Animal Husbandry at the State/National level.• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	Strong Communication and Documentation skills in English, Knowledge of Hindi and Gujarati is essential Experience in Govt. Sector (PSU), Social Sector will be preferred.
Age Limit	Max 45 years, relaxable by 5 years for Reserved Candidate

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Compensation	Upto Rs 60000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	<p>General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager, District Livelihood Managers, State Assistant Project Manager, Taluka Staff etc.</p> <p>Broad Area of Work:</p> <ul style="list-style-type: none">• Providing inputs in formulation of policies of the company in specific thematic area/vertical.• Develop network of and partnership with similar institutions and financial institutions for implementation of policies.• Portfolio management of subsectors and quality management of the work.• Managing entire pool of vertical Team – State Project Manager & APM, District APMs & Block level Domain Experts• Conceptualize and develop livelihood generation strategies with plans for fund mobilization and road maps for implementation• Executing the strategies and project by focused pilots and surveys in initial phase of the project.• Monitor the affectivity of the policies and projects.• Clearing doubts regarding new concepts and policies and smoothening the understanding of the team.• Ensuring the market linkage for the vertical's projects on case to case basis.• By actively participating in initial phase/pilots of the project to provide hands on support to implementation team• Determine the frequency and content of status report from project team; analyse results and troubleshooting the problem area.• Coach, Mentor, Motivate and supervise project team members and influence them to take positive action and accountability for their assigned work.• Oversee and supervise the progress and activities of projects, ensure performance of project team.

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	<ul style="list-style-type: none">• Assigning the job responsibilities to project team and ensuring the execution of the team.• Determining the success parameters and supervise the team to achieve it.• Manage cost and effectiveness on expenditure incurred in the operational area.• Assist in livelihood promotion and other plans of the company,• Help building partnership and linkages with private sector, civil society organizations, banks and other stake holders as per the requirement of the vertical.• Work in close coordination with concerned Project Manager and other sector experts.• Arranging for recruitment of new people for project specific purpose.• Bring in team spirit among members• Any other task as and when required
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Job Description of General Manager

6. Human Resource & Admin

Designation	General Manager
Level	Top Management
Vertical	Human Resource & Admin
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, Any Other Official designated by MD
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Post Graduate degree/2 year PG Diploma in HR, Social Work from a Nationally Reputed Institute
Experience	<ul style="list-style-type: none">• 10 Years and above relevant to the post• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	Strong Communication and Documentation skills in English, Knowledge of Hindi and Gujarati is essential Experience in Govt. Sector (PSU), Social Sector will be preferred.
Age Limit	Max 45 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 60000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager, District Livelihood Managers, State Assistant Project Manager, Taluka Staff etc. Broad Area of Work: HR Activities

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	<ul style="list-style-type: none">• Recruitment: Recruitment for positions at State, District, Bloc and Cluster through an external Recruitment Agency• Job Descriptions and Job Specifications: Designing Job Descriptions across all levels and for all Verticals for PMS, TNA & CB Needs• Induction and Orientation• Govt. Procedure Training: Knowledge about Govt. Systems, procedures and protocols.• Skill Gap Analysis: Carry out skill Gap Analysis by development of Skill Mapping format for identifying next phase of training needs.• Capacity Building: Develop Training Plan and Training Calendar for the employees based on Skill Map Analysis for the phase wise development of Training Modules and continuous process of Capacity Building.• Annual Performance Appraisal: Design and Develop formats for Annual Performance Appraisal for the GLPC employees.• Policies: Policies related to Compensation, Transfer, Promotion, Interns, Short Term Consultants, Grievance Redressal and Exit• Development of HR Policy & Manuals: Development of a uniform and comprehensive HR Policy by the development of Human Resource, Capacity Building and Performance Appraisal & Incentive Manual• Employees Empowerment, Employee Engagement, Employee Retention• Entire HR Generalist Profile <p>Admin Activities</p> <ul style="list-style-type: none">• Administrative Support: Provision of adequate Human Resource, Office utilities, Logistics arrangements, Facilities maintenance, Tackling all disciplinary issues with suitable action , Conduct of Timely Meetings, Vendor Management, issuing of necessary Orders, Circulars & Notices, Monitoring the work of outsourced staff
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	<ul style="list-style-type: none">• Record Management: Maintenance of Company Records (Certificate of Incorporation, MOA, AOA, Share Certificates, Board Meeting Minutes), chronological records with segregation and grading of top priority correspondences, Classification of Files, Documentation, Archives etc.• Liaison and Coordination: Liaison with Govt. Departments and Ministry for the compilation, circulation and dissemination of required information. <p>Other Activities as and when required</p> <ul style="list-style-type: none">• Statutory Compliances under Companies Act, 1956: This includes preparation of Agenda for timely conduct of Board Meetings, Audit Committee Meeting, Annual General Meeting of the Shareholders etc. Compilation of Minutes and its circulation for approval and further necessary action• Annual Action Plan: Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for HR & Admin• Tender Documents : Finalization of tender documents with detailed TOR and scope of work for hiring of organization for services through competitive bidding• Legal issues: Handling legal cases being the Nodal Legal officer• Any other task as and when required
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Job Description of General Manager

7. MIS & IT and System Management

Designation	General Manager
Level	Top Management
Vertical	MIS & IT and System Management
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, Any Other Official designated by MD
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	B.E/B.Tech/MCA/M.Sc. IT or Computer Science/ MBA (Systems or IT) or Equivalent (2 years recognized PG Qualification)
Experience	<ul style="list-style-type: none">• 10 Years and above relevant to the post• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	Strong Communication and Documentation skills in English, Knowledge of Hindi and Gujarati is essential Experience in Govt. Sector (PSU), Social Sector will be preferred.
Age Limit	Max 45 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 60000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager, District Livelihood Managers, State Assistant Project Manager, Taluka Staff etc. Broad Area of Work:

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	<ul style="list-style-type: none">• General Manager – IT & MIS will provide technology vision and leadership in the development and implementation of the enterprise-wide information technology (IT) program of the company.• Responsible for all aspects of information technology management and control, including supervision of information technology staff; budget preparation and management; recommendations for technical upgrades.• Develops IT management policies according to defined Government standards and monitors overall adherence.• Develops and maintains company IT security and recovery policies and standards aimed at maximizing effectiveness and minimizing costs related to the acquisition, implementation and operation of IT systems• Provide strategic and tactical planning, development, evaluation, and coordination of the information and technology systems of the company.• Oversees the computer operations of the company's Management Information System, including local area networks and wide-area networks.• Oversee and supervise the progress in activities of the IT projects at All levels, ensure performance of the team with assistance of Project Manager• Oversee and management of multiple information and communications systems and projects, including voice, data, imaging, and office automation.• Oversees and evaluates system security and back up procedures.• Overall co-ordination for development of all enterprise level software and hardware including website.• Supervise Project Manager and Other IT Staff.• Approves, coordinates and controls all projects related to IT and selection, acquisition, development and installation of major information systems for the company.
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	<ul style="list-style-type: none">• Reviews all hardware and software acquisition and maintenance contracts, soliciting involvement and participation of other management team members as appropriate.• Develops, when possible, master purchase or lease agreements for hardware, software, maintenance and telecommunication services.• Develops and monitors the approved annual operating and capital budgets for information and technology systems.• Maintains knowledge of current technology, equipment, prices and terms of agreements to minimize the investment required to meet established service levels. Evaluates alternatives, performs appropriate cost benefit analysis, and recommends solutions that maximize effectiveness and minimize costs commensurate with acceptable risks• Develops and maintains the Systems Architecture, defining standards and protocols for data exchange, communications, software and interconnection of network system• Conceptualize innovative ICT based projects for projects for effective service delivery• Ensure rollout of E-NRLM in the state• Any other task as and when required
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Job Description of Project Manager

8. Social Mobilization and Institution Building

Designation	Project Manager
Level	Middle Management
Vertical	Social Mobilization and Institution Building
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, GM-SM&IB/ Any Other Official designated by MD
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Post Graduate degree in MSW/Social Sciences/ NGO Management/Rural Development from a recognized University
Experience	<ul style="list-style-type: none">• 5 years and above relevant to the post in Social Mobilization, Institution Building and women empowerment, social security entitlements and benefits for poor desirable in SHG movement.• Proven track record in working with SHGs and their federations.• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	S/he should have good communication skill (both oral and writing) in English and Gujarati. Knowledge of Hindi is desirable, Operational proficiency in MS Office, Internet, etc Experience in Govt. Sector (PSU), Social Sector will be preferred
Age Limit	Max 35 years, relaxable by 5 years for Reserved Candidate

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Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	<p>Project Manager will support the General Manager – SM& IB and will be responsible to provide directions, guidance and support to a team consisting of District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc</p> <p>Broad Area of Work:</p> <ul style="list-style-type: none">• The PM is responsible to design, develop and plan implementation of various activities related to social mobilization division• Plan out strategies jointly with GM-SM & IB visualizing sustainable mobilization helpful for the poor in the fighting and creating safety net against poverty• Plan and develop policies for sustainable institution building helpful for the poor to come out of poverty• Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for SM&IB• Coordinate with the district/taluka team and facilitate the implementation of various thematic activities• Plan out strategies visualizing sustainable mobilization helpful for the poor in the fighting and creating safety net against poverty• Plan and develop policies for sustainable institution building helpful for the poor to come out of poverty• As the leader of the SM & IB Component, the person will directly , lead, manage and guide the GLPC SM & IB team on their day to day results in the short term.• Liaison with different line departments related to the thematic area• Create an enabling work environment to maximize intra thematic and cross thematic exchange of ideas, plans and strategies for implementation

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	<ul style="list-style-type: none">• Undertake necessary liaison and coordinate implementation of the project with all key stakeholders (district administration, line department, NGOs, technical agencies, banks, etc.)• Provide necessary technical and management support to District Mission Management Unit (DMMU) & Block Mission Management Unit (BMMU) and conduct regular review meetings• Mentoring DMMU & BMMUs staff to ensure effective rollout of Mission activities.• Any other task assigned by reporting officer
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Job Description of Project Manager

9. Microfinance & Finance Inclusion

Designation	Project Manager
Level	Middle Management
Vertical	Microfinance & Finance Inclusion
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, GM-MF&FI/ Any Other Official designated by MD
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	MBA/PGDBM(2 years) in Finance/Banking from a recognized University
Experience	<ul style="list-style-type: none">• 5 years and above relevant to the post in Micro-finance/Rural finance/Banking/ Financial Institutions/Co-operative Banking• S/he should have experience of working at the middle management level on the SHGs/federations/SHG-Bank linkage model related to community institution model.• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	S/he should have good communication skill (both oral and writing) in English and Gujarati. Knowledge of Hindi is desirable, Operational proficiency in MS Office, Internet, etc Experience in Govt. Sector (PSU), Social Sector will be preferred
Age Limit	Max 35 years, relaxable by 5 years for Reserved Candidate

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Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	<p>Project Manager (MF&FI) in consultation with the GM-MF&FI, will be responsible to provide directions, guidance and support to a team consisting of District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc.</p> <p>Broad Area of Work:</p> <ul style="list-style-type: none">• Implementation of the MOU signed between GLPC and (State Level Banking Committee) SLBC on credit linkage of Sakhi-Mandalas/SHGs• Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for MF&FI• Developing the Institutional framework for linking of all eligible SHGs/Sakhi Mandals with Bank Finance• Coordination with SLBC/NABARD/RBI/Banks and other concerned agencies.• Review/Updation of Guideline on grading and credit linkage of SHGs by Banks as and when felt necessary.• Review/Updation of Guideline on Interest Subsidy Scheme for Women SHGs as and when felt necessary.• Developing and Implementing the Institutional framework for Issue of Artisan Credit Card and other Credit Cards for the targeted Clientele such as Kishan Credit Cards etc. within the framework of the policy of the company.• Coordinating with all the other concerned verticals of the company in which Institutional Finance is involved for the implementation of Livelihood Programmes.• Representing GLPC in various meetings/Forums as and when necessary.

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	<ul style="list-style-type: none">• Follow up, Monitoring and review of the progress on credit Linkages under the various programmes of NRLM.• Attending to the Correspondence emanating from various departments/ agencies/organizations on a day to day basis.• Provide Input in formulation of policies of the company in specific area of vertical.• Assist in Business promotion plan of the Company.• Develop network of and partnership with similar Institutions and financial Institutions/donor agencies.• Build partnership and linkages with private sector, civil society organizations, banks and other stakeholders as per the requirement of the vertical.• Oversee and supervise the progress in activities of these projects, ensure performance of the team with assistance of Project Manager and Assistant Project Manager.• Attending to the matters of Regional Rural banks.• Report as and when required to the Board of Directors.• Any other duties as assigned by the managing Director GLPC from time to time.• Financial Inclusion• Fulfil requirements of NRLM Delhi team• SHG mapping in online system for easy process of bank loan• Any other task assigned by reporting officer
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Job Description of Project Manager

10. Skill Training Placement & Capacity Building

Designation	Project Manager
Level	Middle Management
Vertical	Skill Training Placement & Capacity Building
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, GM-STP/ Any Other Official designated by MD
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Post Graduate Degree / Diploma in Social Sciences or Rural Development And Graduation with either Business Management /Financial Management /Statistics /Accounts & Audit/ Economics; as core subjects from a recognized University
Experience	<ul style="list-style-type: none">• Minimum 5 years and above relevant to the post of gainful employment (excludes employment as trainee, apprenticeship, self-start-up projects, entrepreneurship) out of which at least 2 years at state level / national level; middle management position.• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	<ul style="list-style-type: none">• S/he should have good communication skill (both oral and writing) in English and Gujarati. Knowledge of Hindi is desirable, Operational proficiency in MS Office, Internet, etc• Experience in Govt. Sector (PSU), Social Sector will be preferred• Proven Excellence to work on MS Office applications in the previous work place (credentials stating the same from previous work place will be asked for during final

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	<p>interview), Ability to comprehend MIS data & make analysis reports.</p> <ul style="list-style-type: none">• Willingness & Physical agility to undertake extensive filed visits right from villages of Gujarat to the national capital., Excellent people management skills.
Age Limit	Max 35 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	<p>Project Manager (STP) in consultation with the GM-STP, will be responsible to provide directions, guidance and support to a team consisting of District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc.</p> <p>Broad Area of Work:</p> <ul style="list-style-type: none">• Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for STP• Will strategize and guide the districts in their specialized sectors.• Ensure convergence with other government departments to facilitate State target.• Will be responsible for fixing targets for various districts in their sector and the means to fulfill those targets.• Review the APMs & Rojgaar Mitras and suggest appropriate strategies to be followed.• Co-ordinate time to time trainings for the APMs and Skill CRPs to ensure sustainable outputs.• Identify placement leads in assigned sector.• Liaison with District Officials related to the project.• Updating & Maintaining Project website.• Co-ordination with media under the supervision of GM-Jobs/Skill Training Placement.• Preparation of proposals for new initiatives.

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	<ul style="list-style-type: none">• Development of Training Assessment Tools.• Designing devices of training & post placement verification.• Maintaining necessary legal documentation of partners / training programmes.• Payment processing of Training partners & related file work.• Ensure overall compliance.• Responsible for overall implementation of the Project's Jobs Creation agenda.• Identifying the Jobs sectors to operate and ensuring linkages with private sector partners.• Monitoring, maintenance & updating of Jobs database.• Periodical performance and trend analysis of project implementation• Ensuring that proper audit and monitoring mechanisms are followed.• Preparation of programme budget plan in consultation with Mission Director as per project targets.• Formulation & guidance of district wise Jobs project strategy.• Convergence with other Govt. Departments to facilitate state target.• Pilot New Initiatives in the Skills sectors for future expansion• Identify appropriate partners, training institutions, syllabi and delivery mechanism for identified sectors• Reports to GM-Skill Training Placement• Any other task assigned by reporting officer
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Job Description of Project Manager

11. Marketing Interventions

Designation	Project Manager
Level	Middle Management
Vertical	Marketing Interventions
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, GM- Marketing Interventions and/or GM-CRS/Any Other Official designated by MD
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	MBA/PGDM/PGDBM in Marketing/ Rural Management from a recognized University
Experience	<ul style="list-style-type: none">• 5 years and above relevant to the post out of which 3 years in designing, implementing and monitoring projects in the areas of Marketing & Rural Service• S/he should have worked in large number of livelihood activities in a livelihoods Programme/ Project specially in operation, management procurement, marketing, trading in various off farm produce for improving livelihood in the rural areas in a community driven development model through CBOs such as producers company/Producers Cooperative/Producers group/Watershed users group/ SHG Federation/SHG.• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	S/he should have good communication skill (both oral and writing) in English and Gujarati. Knowledge of Hindi is desirable, Operational proficiency in MS Office, Internet, etc

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	Experience in Govt. Sector (PSU), Social Sector will be preferred
Age Limit	Max 35 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	<p>Project Manager (MCRS) in consultation with the GM-MCRS, will be responsible to provide directions, guidance and support to a team consisting of District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc.</p> <p>Broad Area of Work:</p> <ul style="list-style-type: none">• Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for MCRS• Meet and exceed targets in creating sustainable livelihoods by Planning, Organizing and Managing and Executing projects including Financial Management.• Manage, enhance and build effective relationships with existing and new partner organizations• He / she will manage and be responsible for a cross-section of MoUs in the region.• Additionally the individual will be responsible for positively influencing partner organizations and defusing potential problems, anticipating their needs and identify jointly any appropriate alternatives and solutions as required• The individual shall work with a cross functional teams from other verticals and possible engagement of other resources within and outside of GLPC• This individual will be required to acquire and maintain good working knowledge of relevant government's policies, schemes and guidelines

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	<ul style="list-style-type: none">• A high level of technical knowledge of project management concepts and project evaluation from financial and functional aspects will be required• Ability to work with other government line departments to leverage upon the synergies involved• Conduct Project Review Meetings with District & Taluka teams• Project allocation to Districts• Exploring and executing synergies between various MoUs/Projects• Find new innovative livelihoods projects with substantial impact & Improvements in on-going projects• To take all the necessary actions as and when required by any Senior or authority like Managing Director, Jt. Managing Director of the company and complete the task assigned to them in the stipulated time.• Identify new forward & backward linkages between the poor and Corporations engaged in Organized Retail, Exports, Business-To-Business and Business-To-Government sectors.• Analysis partner organizations' business objectives by asking probing questions that are relevant to the partner organizations in order to collect information from them, which enables the GLPC team to be more effective and responsive to partner organization's needs.• Identifies areas of risk/opportunities and influences and implements continuous improvements.• Any other task assigned by reporting officer
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Job Description of Project Manager

12. Livelihood Promotion - Animal Husbandry & Dairy Sector

Designation	Project Manager
Level	Middle Management
Vertical	Livelihood Promotion (Farm) - Agriculture & AHD
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, GM- Livelihood Promotion (Farm) - Agriculture & AHD/Any Other Official designated by MD
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Bachelor Degree in Agriculture/Horticulture/Animal Husbandry with Post-Graduate in Management/ Agriculture/ Horticulture/Animal Husbandry/ Agri-Business Management/Social Work/Rural Studies from a recognized University
Experience	<ul style="list-style-type: none">• 5 years and above relevant to the post out of which 3 years in livelihoods promotion projects and have experience of working with community institutions, their federations and producers' group on livelihoods issues• S/he should possess strong skill in analyzing value chain and visualizing viable business plan for poor to support their livelihoods.• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	S/he should have good communication skill (both oral and writing) in English and Gujarati. Knowledge of Hindi is desirable, Operational proficiency in MS Office, Internet, etc Experience in Govt. Sector (PSU), Social Sector will be preferred

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Age Limit	Max 35 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	<p>Project Manager (AHD) in consultation with the GM-Farm Livelihoods, will be responsible to provide directions, guidance and support to a team consisting of District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc</p> <p>Broad Area of Work:</p> <ul style="list-style-type: none">• Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for Animal Husbandry & Dairy Sector• Providing inputs in formulation of policies of the company in specific thematic area/vertical.• Develop network of and partnership with similar institutions and financial institutions for implementation of policies.• Portfolio management of subsectors and quality management of the work.• Managing entire pool of vertical Team – State APM, District APMs & Block level Domain Experts• Conceptualize and develop livelihood generation strategies with plans for fund mobilization and road maps for implementation• Executing the strategies and project by focused pilots and surveys in initial phase of the project.• Monitor the affectivity of the policies and projects.• Clearing doubts regarding new concepts and policies and smoothening the understanding of the team.• Ensuring the market linkage for the vertical's projects on case to case basis.

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	<ul style="list-style-type: none">• By actively participating in initial phase/pilots of the project to provide hands on support to implementation team• Determine the frequency and content of status report from project team; analyze results and troubleshooting the problem area.• Coach, Mentor, Motivate and supervise project team members and influence them to take positive action and accountability for their assigned work.• Oversee and supervise the progress and activities of projects, ensure performance of project team.• Assigning the job responsibilities to project team and ensuring the execution of the team.• Determining the success parameters and supervise the team to achieve it.• Manage cost and effectiveness on expenditure incurred in the operational area.• Assist in livelihood promotion and other plans of the company,• Help building partnership and linkages with private sector, civil society organizations, banks and other stake holders as per the requirement of the vertical.• Work in close coordination with concerned General Manager and other sector experts.• Bring in team spirit among members• Any other task assigned by reporting officer
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Job Description of Project Manager

13. HR & Administration

Designation	Project Manager
Level	Middle Management
Vertical	HR & Administration
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, GM- HR & Administration/Any Other Official designated by MD
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Post Graduate degree/ 2 year PG Diploma in HR from a recognized University
Experience	<ul style="list-style-type: none">• 5 years and above relevant to the post of which at least 3 years in HR domain and holding a managerial level position in last employment• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	S/he should have good communication skill (both oral and writing) in English and Gujarati. Knowledge of Hindi is desirable, Operational proficiency in MS Office, Internet, etc Experience in Govt. Sector (PSU), Social Sector will be preferred
Age Limit	Max 35 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	Project Manager will support the General Manager – HR & Admin and will be responsible to provide directions, guidance and support to a team consisting of District

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	<p>Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc.</p> <p>Broad Area of Work :</p> <p>HR Activities</p> <ul style="list-style-type: none">• Recruitment: Recruitment for positions at State, District, Block and Cluster through an external Recruitment Agency• Job Descriptions and Job Specifications: Designing Job Descriptions across all levels and for all Verticals for PMS, TNA & CB Needs• Induction and Orientation• Govt. Procedure Training: Knowledge about Govt. Systems, procedures and protocols.• Skill Gap Analysis: Carry out skill Gap Analysis by development of Skill Mapping format for identifying next phase of training needs.• Capacity Building: Develop Training Plan and Training Calendar for the employees based on Skill Map Analysis for the phase wise development of Training Modules and continuous process of Capacity Building.• Annual Performance Appraisal: Design and Develop formats for Annual Performance Appraisal for the GLPC employees.• Policies: Policies related to Compensation, Transfer, Promotion, Interns, Short Term Consultants, Grievance Redressal and Exit• Development of HR Policy & Manuals: Development of a uniform and comprehensive HR Policy by the development of Human Resource, Capacity Building and Performance Appraisal & Incentive Manual• Employees Empowerment, Employee Engagement, Employee Retention
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	<ul style="list-style-type: none">• Entire HR Generalist Profile <p>Admin Activities</p> <ul style="list-style-type: none">• Administrative Support: Provision of adequate Human Resource, Office utilities, Logistics arrangements, Facilities maintenance, Tackling all disciplinary issues with suitable action , Conduct of Timely Meetings, Vendor Management, issuing of necessary Orders, Circulars & Notices, Monitoring the work of outsourced staff• Record Management: Maintenance of Company Records (Certificate of Incorporation, MOA, AOA, Share Certificates, Board Meeting Minutes), chronological records with segregation and grading of top priority correspondences, Classification of Files, Documentation, Archives etc.• Liaison and Coordination: Liaison with Govt. Departments and Ministry for the compilation, circulation and dissemination of required information. <p>Other Activities as and when required</p> <ul style="list-style-type: none">• Statutory Compliances under Companies Act, 1956: This includes preparation of Agenda for timely conduct of Board Meetings, Audit Committee Meeting, Annual General Meeting of the Shareholders etc. Compilation of Minutes and its circulation for approval and further necessary action• Annual Action Plan: Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for HR & Admin• Tender Documents: Finalization of tender documents with detailed TOR and scope of work for hiring of organization for services through competitive bidding• Legal issues: Handling legal cases
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	<ul style="list-style-type: none">• Any other task assigned by reporting officer
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Job Description of District Livelihood Manager

14. District Livelihood Manager

Designation	District Livelihood Manager
Level	Middle Management (Top Level)
Vertical	General Administration and overall Project Implementation at District
Administrative & Functional Reporting to	Managing Director, Jt. Managing Director, SGM-Director, District Rural Development Agency (DRDA), GM(ALL)/ Any Other Official designated by MD
Position	8
Place of Posting	District Rural Development Agency (DRDA)
Qualification	Post Graduate Degree in MBA/MSW/Rural Management/ NGO Management from a recognized university
Experience	<ul style="list-style-type: none">• 6 years and above relevant to the post out of which 3 years not below the rank of a manager in designing, implementing and monitoring projects in the areas of Agriculture/Rural Development/ Women empowerment/Micro-finance.• S/he should have experience in successfully leading large and multidisciplinary team as well as executing livelihoods program, liaising with district administration, having demonstrated leadership skills in rolling out organisational policies and interventions across District.• Out of the above total experience, Minimum 3 years of the experience should be in Govt./Semi Govt. Companies, Institutions, Boards, Societies, Agencies, Corporations.
Other Requirements	<ul style="list-style-type: none">• S/he should have good communication skill (both oral and writing) in English and Gujarati.

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	<ul style="list-style-type: none">• Knowledge of Hindi is desirable, Operational proficiency in MS Office, Internet, etc• Experience in Govt. Sector (PSU), Social Sector will be preferred• Drawing min. salary of Rs 35000/- pm in the 12 months preceding the month of advertisement
Age Limit	Max 40 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 50000/per month (commensurate with experience and Company's Policies)
Role & Responsibility	Broad Duties and Responsibilities: <ul style="list-style-type: none">• Provide leadership guidance in development and implementation of perspective annual work plan for the district• Provide overall Leadership roadmap for executing of all Mission activities in the district with help of all thematic experts at DMMU• Create an enabling work environment to maximize intra thematic and cross thematic exchange of ideas, plans and strategies for implementation• Identify opportunities for convergence with various government schemes.• Undertake necessary liaison and coordinate implementation of the project with all key stakeholders (district administration, line department, NGOs, technical agencies, banks, etc.)• Provide necessary technical and management support to BMMUs and conduct regular review meetings• Mentoring BMMUs staff to ensure effective rollout of Mission activities.• Coordinate with lead bank / banks for bank linkage of SHGs to support the financial inclusion cell at SMMU.• To ensure timely availability and disbursement of project funds• Work in close co-ordination with SMMU• Facilitate the rolling out of organizational system (HR, MIS, Admin, Finance, etc.) of the project.

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	<ul style="list-style-type: none">• Make regular interaction with project stakeholders to check whether mission activities are aligned with the needs of the target community.• Undertake regular monitoring through field visits• Be responsible for regular reporting to SMMU in form of generating MPR's, QPR's and other relevant reports.• Any other task as allocated by competent authority at SMMU <p>Desired Domain Knowledge and Experience:</p> <ul style="list-style-type: none">• Knowledge and experience of work in multi-disciplinary sectors including livelihoods models in rural setting in the state having successfully led teams at block and field levels.• Knowledge of working with different line departments with verifiable track record of implementing programmes under the convergence model.• Sound Knowledge of Planning, budgets and fund flow mechanisms of livelihoods promotion and poverty alleviation projects.• Experience of having worked with vulnerable groups such as Women, Differently-abled,• SC/STs and other under privileged sections aligning all their needs for livelihoods• Experience in identifying and handholding best practices in livelihoods based projects. <p>Desired Competency and Attributes:</p> <ul style="list-style-type: none">• Ability to recognize complexity, analyze and act – Proactive in identifying issues and bottlenecks with ability to think Out of Box for innovative solutions.• Intensity, Integrity and Intelligence – Willingness to travel 'extra mile' in order to work for communities with the ability to translate knowledge into purposeful action• Inclusive Approach – Sensitive to needs to vulnerable and marginalized communities and including them in the development process
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	<ul style="list-style-type: none">• Team Player- Thrives working in a large team with the ability to demonstrate leadership skills wherever required.• Integrative Skills - Understands relevant cross-sectorial areas how they are interrelated; Articulate and demonstrate clear results – Possesses effective communication skills to deal with different stakeholders with ability to achieving objectives in challenging situations• Any other task assigned by reporting officer
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