

JOB DESCRIPTION OF APM-DISTRICT

1. HR & Monitoring

Designation	ASSISTANT PROJECT MANAGER-DIST.
Level	MIDDLE MANAGEMENT
Responsibility	HR & MONITORING
Functional Reporting	Vertical Head HR & ADMIN
Administrative Reporting	Director-DRDA & District Livelihood Manager
Place of Posting	Anywhere in Gujarat
Qualification	Post Graduate Degree/PG Diploma in HR from a recognized University
Experience	Minimum 3 years in HR/Monitoring or other related functional area AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Good Documentation Skills in English & Gujarati Knowledge of Hindi preferred Operational proficiency in Internet, MS Office etc.
Age Limit	Max 30 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
Duties & Responsibilities	As assigned by HR & Admin Vertical As assigned by District Livelihood Manager

JOB DESCRIPTION OF APM-DISTRICT

2, 3, : SM & IB, Community Training

Designation	ASSISTANT PROJECT MANAGER-DIST.
Level	MIDDLE MANAGEMENT
Responsibility	Related to Social Mobilization & Institutional Building Activities
Functional Reporting	Vertical Head SM & IB
Administrative Reporting	Director-DRDA & District Livelihood Manager
Place of Posting	Anywhere in Gujarat
Qualification	Post Graduate Degree/PG Diploma in MBA/MSW/Social Sciences/Sociology from a recognized University
Experience	3 years relevant experience AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Good Documentation Skills in English & Gujarati Knowledge of Hindi preferred Operational proficiency in Internet, MS Office etc.
Age Limit	Max 30 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
Job Responsibility	<ul style="list-style-type: none">➤ As assigned by SM & IB Vertical➤ As assigned by District Livelihood Manager

JOB DESCRIPTION OF APM-DISTRICT

4 : Skills & RSETI

Designation	ASSISTANT PROJECT MANAGER-DIST.
Level	MIDDLE MANAGEMENT
Responsibility	Skill Training & RSETI activities
Functional Reporting	Vertical Head STP and MF & FI
Administrative Reporting	Director-DRDA & District Livelihood Manager
Place of Posting	Anywhere in Gujarat
Qualification	Post Graduate Degree/PG Diploma in Business Administration/Social Work/Social Sciences/Sociology from a recognized University
Experience	3 years of relevant experience AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Good Documentation Skills in English & Gujarati Knowledge of Hindi preferred Operational proficiency in Internet, MS Office etc.
Age Limit	Max 30 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
Job Responsibility	<ul style="list-style-type: none">➤ As assigned by STP and MF & FI Vertical➤ As assigned by District Livelihood Manager

JOB DESCRIPTION OF APM-DISTRICT

5: MF & FI

Designation	ASSISTANT PROJECT MANAGER-DIST.
Level	MIDDLE MANAGEMENT
Responsibility	Micro-finance & Financial Inclusion
Functional Reporting	Vertical Head MF & IF
Administrative Reporting	Director-DRDA & District Livelihood Manager
Place of Posting	Anywhere in Gujarat
Qualification	MBA/PGDM/PGDBM in Finance/Banking & Finance from a recognized University
Experience	3 years relevant experience in Micro-finance/Banking/Co-operative Banking AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Good Documentation Skills in English & Gujarati Knowledge of Hindi preferred Operational proficiency in Internet, MS Office etc.
Age Limit	Max 30 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
Job Responsibility	<ul style="list-style-type: none">➤ As assigned by MF & FI Vertical➤ As assigned by District Livelihood Manager

JOB DESCRIPTION OF APM-DISTRICT

6. Farm Livelihoods

Designation	ASSISTANT PROJECT MANAGER-DIST.
Level	MIDDLE MANAGEMENT
Functional Reporting	Vertical Head Farm Livelihoods
Administrative Reporting	Director-DRDA & District Livelihood Manager
Place of Posting	Anywhere in Gujarat
Qualification	Post-Graduate in Management/Agriculture/Horticulture/Animal Husbandry/MRM(Rural Management) from a recognized University
Experience	3 years of relevant experience AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Good Documentation Skills in English & Gujarati Knowledge of Hindi preferred Operational proficiency in Internet, MS Office etc.
Age Limit	Max 30 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
Job Responsibility	<ul style="list-style-type: none">➤ As assigned by Farm Livelihoods Division➤ As assigned by District Livelihood Manager

JOB DESCRIPTION OF APM-DISTRICT

7. Non-Farm Institutions

Designation	ASSISTANT PROJECT MANAGER-DIST.
Level	MIDDLE MANAGEMENT
Responsibility	Non-Farm Activities
Functional Reporting	Vertical Head Marketing, Cottage Industries & Rural Services
Administrative Reporting	Director-DRDA & District Livelihood Manager
Place of Posting	Anywhere in Gujarat
Qualification	MBA/PGDM in Marketing/Business Management from a recognized University
Experience	3 years relevant experience AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Good Documentation Skills in English & Gujarati Knowledge of Hindi preferred Operational proficiency in Internet, MS Office etc.
Age Limit	Max 30 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
Job Responsibility	1. As assigned by MCRS Vertical 2. As assigned by District Livelihood Manager

JOB DESCRIPTION OF APM-DISTRICT

8. Accounts & Finance

Designation	ASSISTANT PROJECT MANAGER-DIST.
Level	MIDDLE MANAGEMENT
Responsibility	Accounts & Finance
Functional Reporting	Vertical Head Accounts & Finance
Administrative Reporting	Director-DRDA & District Livelihood Manager
Place of Posting	Anywhere in Gujarat
Qualification	MBA/PGDBM/PGDM in Finance from a recognized University
Experience	3 years of relevant experience in Accounts & Finance AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Good Documentation Skills in English & Gujarati Knowledge of Hindi preferred Operational proficiency in Internet, MS Office etc. Experience in Govt. Sector (PSU), Social Sector will be preferred
Age Limit	Max 30 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
Job Responsibility	1. As assigned by Accounts & Finance Division of GLPC Ltd 2. As assigned by District Livelihood Manager