

## 1. Administration

<b>Designation</b>	ASSISTANT PROJECT MANAGER-STATE
<b>Level</b>	MIDDLE MANAGEMENT
<b>Responsibility</b>	ADMINISTRATION
<b>Functional Reporting</b>	Vertical Head HR & ADMIN
<b>Administrative Reporting</b>	Vertical Head HR & ADMIN
<b>Position</b>	01
<b>Place of Posting</b>	GLPC Head Office
<b>Qualification</b>	Post Graduate Degree/Diploma in Business Administration
<b>Experience</b>	Min. 3 years into Office Administration or related task AND Minimum 3 years of the total gainful experience should be in Govt. /Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
<b>Other Requirements</b>	S/he should have good communication skill (both oral and writing) in English and Gujarati.  Operational proficiency in Internet, MS Office etc.
<b>Age Limit</b>	Max 30 years on the date of advertisement
<b>Compensation</b>	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
<b>Job Responsibility</b>	<ul style="list-style-type: none"> <li>➤ Office utilities, Logistics arrangements, Facilities maintenance, Conduct of Timely Meetings, Vendor Management, Monitoring the work of outsourced staff, Security.</li> <li>➤ <b>Record Management:</b> chronological records with segregation and grading of top priority correspondences, Classification of Files, Documentation, Archives etc., RTI Records, Correspondence (All Types), Staff Status Record</li> <li>➤ <b>Keeping track of vendor contracts, timely settlement of bills and statutory dues.</b></li> <li>➤ Office Maintenance, Helping in day-to day functioning of offices.</li> <li>➤ Other tasks as and when assigned by thematic head</li> </ul>

## **2. & 3. Skill Training & Placement and Skills Candidate Mobilization**

<b>Designation</b>	ASSISTANT PROJECT MANAGER-STATE
<b>Level</b>	MIDDLE MANAGEMENT
<b>Responsibility</b>	Skill Training & Placement Related Activities
<b>Functional Reporting</b>	Vertical Head STP
<b>Administrative Reporting</b>	Vertical Head STP
<b>Position</b>	02 (01 Skill Training & Placement and 01 Skills Candidate Mobilization)
<b>Place of Posting</b>	GLPC Head Office
<b>Qualification</b>	Post Graduate Degree/Diploma in Business Administration/ Social Work/Social Sciences/Sociology from a recognized University
<b>Experience</b>	Minimum 3 years in the area of Rural Development AND Minimum 3 years of the total gainful experience should be in Govt. /Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
<b>Other Requirements</b>	S/he should have good communication skill (both oral and writing) in English and Gujarati Operational proficiency in Internet, MS Office etc.
<b>Age Limit</b>	Max 30 years on the date of advertisement
<b>Compensation</b>	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
<b>Job Responsibility</b>	<ul style="list-style-type: none"> <li>➤ Organize placements for youth trained under the project.</li> <li>➤ Will be responsible for/will facilitate facilitating achievement of targets and also budget utilization at district level.</li> <li>➤ Facilitating the APM-Districts in converging with other line departments at the district level.</li> <li>➤ Ensure the systems and processes are in place at the districts.</li> </ul>

	<ul style="list-style-type: none"><li>➤ Preparation of files for administrative, financial approvals as per directions of GM.</li><li>➤ Assists SPM-Jobs in all official matters.</li><li>➤ Facilitate roll out of assessment study of current state Skill Training &amp; Placement</li><li>➤ Roll Out Micro Plan process</li><li>➤ Develop innovative strategies to introduce activities for STP</li><li>➤ Promote an enabling work environment to maximize intra thematic and cross thematic exchange of ideas, plans and strategies for implementation</li><li>➤ Document case studies of best practices, success stories</li><li>➤ Monitor the performance of District &amp; Block Level STP team</li><li>➤ Other tasks as and when assigned by Management</li></ul>
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## **4 & 5: Institutional Finance, Financial Inclusion**

<b>Designation</b>	ASSISTANT PROJECT MANAGER-STATE
<b>Level</b>	MIDDLE MANAGEMENT
<b>Responsibility</b>	Microfinance & Institutional Finance Related
<b>Functional Reporting</b>	Vertical Head MF & IF
<b>Administrative Reporting</b>	Vertical Head MF & IF
<b>Position</b>	02 (01 for Institutional Finance, 01 for Financial Inclusion)
<b>Place of Posting</b>	GLPC Head Office
<b>Qualification</b>	MBA/PGDM/PGDBM- Finance or Banking & Finance from a recognized University
<b>Experience</b>	Min. 3 years in the SHG/Federations/SHG-Bank linkage model related to community institution model AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
<b>Other Requirements</b>	S/he should have good communication skill (both oral and writing) in English and Gujarati. Operational proficiency in Internet, MS Office etc.
<b>Age Limit</b>	Max 30 years on the date of advertisement
<b>Compensation</b>	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
<b>Job Responsibility</b>	<b>Institutional Finance</b> <ul style="list-style-type: none"><li>➤ Coordinating with stakeholders like other State Govt. Departments, SLBC, NABARD, Sponsor Banks, RSETIs and other stakeholders.</li><li>➤ Develop network of and partnership with similar Institutions and financial Institutions/donor agencies.</li><li>➤ Build partnership and linkages with private sector, civil society organizations, banks and other stakeholders as per the requirement of the vertical.</li><li>➤ Maintain files, noting, documentation and correspondence and co-ordinate with various partner agencies and implementation agencies</li></ul>

- Help in finding new avenues for project promotion and expansion.
- Promote enabling work environment in-order to maximize intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation
- Perform any other task specially assigned by supervisory authority, in addition to all the above.

**Financial Inclusion**

- Take leadership in designing and development of annual work plans, perspective plans for the district under Financial Inclusion component.
- Develop innovative strategies to sensitize stakeholders in spreading awareness on importance of Financial Inclusion
- Liaison with Banks and other financial institutions at the district level specifically with commercial banks for fostering and pushing the SHG bank linkage program to ensure greater financial inclusion.
- Roll Out Micro Plan process for community institutions
- Render technical assistance and advice the BMMU on how to solve day to day implementation problems specifically related to financial inclusion;
- Guide project staff in improving the service delivery of government insurance and pension related schemes to the local community.
- Promote enabling work environment in-order to maximise intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation.
- Report regularly in form of generating MPR's, TTP, MTD's and other relevant reports. Any other task as allocated by Project Manager (MF&FI)

Perform any other task specially assigned by supervisory authority, in addition to all the above.

## **6. Skills - MIS & IT**

<b>Designation</b>	ASSISTANT PROJECT MANAGER-STATE
<b>Level</b>	MIDDLE MANAGEMENT
<b>Responsibility</b>	MIS & IT
<b>Functional Reporting</b>	Vertical Head MIS & IT and STP (Skill Training & Placement)
<b>Administrative Reporting</b>	Vertical Head STP
<b>Position</b>	01
<b>Place of Posting</b>	GLPC Head Office
<b>Qualification</b>	B.E/B.Tech/MCA/M.Sc. IT or Computer Science
<b>Experience</b>	Min. 3 years in in Managing Information System AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
<b>Other Requirements</b>	S/he should have good communication skill (both oral and writing) in English and Gujarati. Operational proficiency in Internet, MS Office etc.
<b>Age Limit</b>	Max 30 years on the date of advertisement
<b>Compensation</b>	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
<b>Job Responsibility</b>	<b>Roles and Responsibilities: (under Skills MIS &amp; IT)</b> <ul style="list-style-type: none"><li>- Software development and maintenance</li><li>- Data Maintenance</li><li>- Data Feeding</li><li>- Record Management</li><li>- Generation of Reports</li><li>- Any other task as and when assigned by Management/GM STP/GM IT&amp; MIS</li></ul>