

## Job Description of APM-Taluka

<b>Designation</b>	ASSISTANT PROJECT MANAGER-TALUKA
<b>Level</b>	LOWER MANAGEMENT
<b>Responsibility</b>	Any of the following functional division duties will be assigned:  1) Social Mobilization & Institutional Building 2) Social Development 3) Microfinance & Institutional Finance 4) Skill, Cottage Industry & Rural Services 5) Farm Livelihoods
<b>Functional Reporting</b>	Vertical Head of the Functional division, District Livelihood Manager and APM District
<b>Administrative Reporting</b>	TDO (Taluka Development Officer) and TLM (Taluka Livelihood Manager)
<b>Place of Posting</b>	---
<b>Qualification</b>	Graduate in BSW/BBA/BRS/BSc Agriculture Post Graduate Degree in MSW/MBA will be preferred
<b>Experience</b>	3 years and above in development programme in SHG movement/Rural Livelihoods/Micro-finance promotion programme will be an added advantage 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>	Written & documentation skills in Gujarati is essential Working Knowledge of English/Hindi Knowledge of Internet, MS Office etc. Experience in Govt. Sector (PSU), Social Sector will be preferred
<b>Age Limit</b>	Max 30 years, relaxable by 5 years for Reserved Candidate
<b>Compensation</b>	Upto Rs 15000/per month (commensurate with experience and Company's Policies)
<b>Job Responsibility</b>	➤ As assigned by Functional division, District Livelihood Manager, TDO & TLM