

Job Description of District Livelihood Managers

Designation	DISTRICT LIVELIHOOD MANAGERS
Level	MIDDLE MANAGEMENT (TOP LEVEL)
Responsibility	GENERAL ADMINISTRATION AND PROJECT IMPLEMENTATION
Functional Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Administrative Reporting	DIRECTOR, DISTRICT RURAL DEVELOPMENT AGENCY (DRDA)
Qualification	Post Graduate Degree in Business Administration/Social Work/Rural Management/NGO Management from a recognized university
Experience	<p>6 years 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.</p> <p>S/he should have experience in successfully leading large and multidisciplinary team as well as executing livelihoods program, liaisoning with district administration, having demonstrated leadership skills in rolling out organizational policies and interventions across District.</p> <p>Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc</p>
Other Requirements	<p>S/he should have good communication skill (both oral and writing) in English and Gujarati.</p> <p>Working Knowledge of Hindi</p> <p>Operational proficiency in Internet, MS Office etc.</p>
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)

Broad Duties and Responsibilities

- 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.
- 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

Desired Domain Knowledge and Experience

- 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.

Desired Competency and Attributes

- 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
- 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