

Job Description of Project Managers

1. SM & IB

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	SOCIAL MOBILIZATION & INSTITUTIONAL BUILDING
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER – SM&IB
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Post Graduate degree in Social Work/Social Sciences/ NGO Management/Rural Development from a recognized University
Experience	5 years in Social Mobilization, Institution Building and women empowerment, social security entitlements and benefits for poor desirable in SHG movement. AND Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Spoken, reading & written fluency in English & Gujarati is essential. Knowledge of Hindi is desirable Operational proficiency in MS Office, Internet, etc
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

Job Description of Project Managers

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

Broad Area of Work

- 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

Job Description of Project Managers

- 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 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 as and when assigned by Management

Job Description of Project Managers

2. Microfinance & Financial Inclusion

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	MICROFINANCE & FINANCIAL INCLUSION
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER – MF&FI
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	MBA/PGDBM(2 years) in Finance/Banking from a recognized University
Experience	<p>5 years in Micro-finance/Rural finance/Banking/Financial Institutions/Co-operative Banking</p> <p>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.</p> <p>AND</p> <p>Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc</p>
Other Requirements	<p>Spoken, reading & written fluency in English & Gujarati is essential.</p> <p>Knowledge of Hindi is desirable</p> <p>Operational proficiency in MS Office, Internet, etc</p>
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

Job Description of Project Managers

State 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

Broad Area of Work

- 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.

Job Description of Project Managers

- 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.
- 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 as and when assigned by Management

Job Description of Project Managers

3. Jobs/ Skill Training & Placement

Designation	Project Manager
Level	MIDDLE MANAGEMENT
Vertical	Jobs / Skill Training & Placement
Administrative Reporting	Managing Director, Jt. Managing Director
Functional Reporting	General Manager – Jobs / Skill Training & Placement
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Post Graduate Degree / Diploma in Social Sciences or Rural Development <i>And</i> Graduation with either Business Management /Financial Management /Statistics / Accounts & Audit/ Economics; as core subjects from a recognized University
Experience	Minimum 5 years of gainful employment (<i>excludes employment as trainee, apprenticeship, self-start-up projects, entrepreneurships</i>) out of which at least 2 years at state level / national level; middle management position. AND Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Language Competency	<ul style="list-style-type: none">• Spoken, reading & written fluency in English for communication & documentation.• Spoken & reading fluency in Hindi & Gujarati for routine office work.
IT Competency	<ul style="list-style-type: none">• Proven Excellence to work on MS Office applications in the previous work place (<i>credentials stating the same from previous work place will be asked for during final interview</i>)• Ability to comprehend MIS data & make analysis reports.

Job Description of Project Managers

Other Requirements	<ul style="list-style-type: none">• Willingness & Physical agility to undertake extensive field visits right from villages of Gujarat to the national capital.• Excellent people management skills.
Age Limit	Maximum 35 years on the date of advertisement
Compensation	Up to Rs. 40,000/- per month <i>(commensurate with experience and company's policies)</i>

State 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

Broad Area of Work

- 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.

Job Description of Project Managers

- Updating & Maintaining Project website.
- Co-ordination with media under the supervision of GM-Jobs/Skill Training Placement.
- Preparation of proposals for new initiatives.
- 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-Jobs/Skill Training Placement
- Any other task as and when assigned by Management

Job Description of Project Managers

4. Farm Livelihoods

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	FARM LIVELIHOODS
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER – FARM LIVELIHOODS
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	<p>5 years 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</p> <p>S/he should possess strong skill in analyzing value chain and visualizing viable business plan for poor to support their livelihoods.</p> <p>AND</p> <p>Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc</p>
Other Requirements	<p>Spoken, reading & written fluency in English & Gujarati is essential.</p> <p>Knowledge of Hindi is desirable</p> <p>Operational proficiency in MS Office, Internet, etc</p>

Job Description of Project Managers

Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

State Project Manager (Farm Livelihoods) 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

Broad Area of Work

- Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for Agriculture, Horticulture & Animal Husbandry
- 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.

Job Description of Project Managers

- 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; 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 as and when assigned by Management

Job Description of Project Managers

5. Marketing & Service Sector

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	MARKETING, COTTAGE INDUSTRY & SERVICE SECTORS
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER - Marketing, Cottage Industry & Rural Service (MCRS)
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	MBA/PGDM/PGDBM in Marketing/ Rural Management from a recognized University
Experience	<p>5 years out of which 3 years in designing, implementing and monitoring projects in the areas of Marketing & Rural Service</p> <p>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.</p> <p>AND</p> <p>Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc</p>
Other Requirements	<p>Spoken, reading & written fluency in English & Gujarati is essential.</p> <p>Knowledge of Hindi is desirable</p>

Job Description of Project Managers

	Operational proficiency in MS Office, Internet, etc
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

State Project Manager (MRS) 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

Broad Area of Work

- Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for MRS
- 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

Job Description of Project Managers

- 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.
- 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 assigned by Management

Job Description of Project Managers

6. Cottage Industry

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	MARKETING, COTTAGE INDUSTRY & SERVICE SECTORS
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER - Marketing, Cottage Industry & Rural Service (MCRS)
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	MBA/PGDM/PGDBM - Marketing , Business Management, Rural Management from a recognized University
Experience	5 years out of which 3 years in designing, implementing and monitoring projects in the areas of Cottage AND Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Spoken, reading & written fluency in English & Gujarati is essential. Knowledge of Hindi is desirable Operational proficiency in MS Office, Internet, etc
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

State Project Manager - CI in consultation with the GM-MCRS, will be responsible to provide directions, guidance and support to a team consisting of

Job Description of Project Managers

District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc

Broad Area of Work

- Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for Cottage Industries
- 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

Job Description of Project Managers

- 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 as and when assigned by Management

Job Description of Project Managers

7. MIS & IT

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	MIS & IT
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER – MIS&IT
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	B.E/B.Tech/MCA/M.Sc. IT or MSc Computer Science from a recognized University
Experience	5 years of overall experience in handling various e-governance projects AND Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Spoken, reading & written fluency in English & Gujarati is essential. Knowledge of Hindi is desirable Operational proficiency in MS Office, Internet, etc
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

State Project Manager – IT&MIS in consultation with the GM-IT&MIS, 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

Job Description of Project Managers

Broad Area of Work

- Hardware software vendor coordination, define contract terms for software hardware, network and website development contract, scope and involve and process IT related procurement and tender
- Identifying the appropriate hardware and software vendors
- Under the guidance of GM IT prepare IT budget and action plan for Organization
- Coordination with agencies like GIL, GIPL, DGS&D, NIC etc for hardware, software and other IT services.
- Managing Annual Maintenance / service contracts and warranty.
- Procuring and managing software licenses and ensuring compliance.
- Designs, implements, and evaluates the systems that support end users in the productive use of computer hardware and software.
- Ensure License software and OEM hardware in organization.
- Assist GM in making procurement decisions regarding the right technology, negotiating price, quality and features
- Assist GM to define and implement organization's IT policy & strategy
- Assist GM to define and implement IT Security policy
- Guide and support HO and District team for proper implementation of IT and MIS related activities
- Process computer, server and peripheral parts maintenance and replacement demands
- Maintain IT infrastructure Inventory and create plans for future new technology requirements

Job Description of Project Managers

- Identify the processes that require computerization or reengineering and initiate software development projects in house or with the help of software vendor.
- Develop new and practical programs to improve databases and other information systems
- Need based software development. Act as interface between software developer and management/user team throughout project life cycle
- Designs and maintain technical and project documentation.
- Coordination and working on technical aspects of NRLM web based MIS with GOI Rural Development Department appointed software development agency.
- Regular updating of organization website content and provide technical inputs to improve website
- Develop and Maintain Intranet and web based application
- Trouble shooting and maintenance of existing database and extract desired information from MS Access and SQL Server based data base using SQL query and Store procedures
- Rapid development of database application in MS Access VBA to support rapid surveys and project evaluation.
- Data migration, import-export from various relation database, excel and other supported format
- User capacity building through basic IT training including MS Excel, Access
- Assist GM to conceptualize and implement innovative ICT based projects for service delivery
- Any other task as and when assigned by Management

Job Description of Project Managers

8. HR & Admin

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	HUMAN RESOURCE & ADMIN
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER – HR & ADMIN
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Post Graduate Degree in HR from a recognized University
Experience	5 years of which at least 3 years in HR domain and holding a managerial level position in the last employment AND Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Spoken, reading & written fluency in English & Gujarati is essential. Knowledge of Hindi is desirable Operational proficiency in MS Office, Internet, etc Candidates handling more than 500 employees preferable
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

Job Description of Project Managers

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 Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc

Broad Area of Work

HR Activities

- **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

Job Description of Project Managers

- **Employees Empowerment, Employee Engagement, Employee Retention**
- **Entire HR Generalist Profile**

Admin Activities

- **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.

Other Activities as and when required

- **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

Job Description of Project Managers

- **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
- Any other task as and when assigned by Management

Job Description of Project Managers

9. Accounts & Finance

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	ACCOUNTS & FINANCE
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER – ACCOUNTS & FINANCE
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	MBA/PGDM/PGDBM in Finance or Chartered Accountant/Cost Accountant
Experience	<p>For MBA/PGDM/PGDBM in Finance, 5 years in Accounts & Finance and employed not below the rank of a Sr. Executive</p> <p>For Chartered Accountant/Cost Accountant at least 2 years of gainful experience in Accounts & Finance</p> <p>S/he should have worked in a development program/project/companies/organization. S/he should be instrumental in designing and developing the financial management system of development project/companies/Firms. Only applicants from required category need to apply.</p> <p>AND</p> <p>Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc</p>

Job Description of Project Managers

Other Requirements	Spoken, reading & written fluency in English & Gujarati is essential. Knowledge of Hindi is desirable Operational proficiency in MS Office, Internet, etc
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

Broad Area of Work

The Project Manager (Finance) shall assist the CFO in relation to fiduciary governance of the mission fund. S/he coordinates with CFO to oversee the finance and accounting system of all units, budgetary control, monitoring and control of financial management system, internal control functions at the state, district and block level.

The core functions to be performed by FO shall include:

- Prepare schedule and impart financial training to staff members at SMMU, DMMU and BMMU
- Ensure funds to the community are disbursed according to the standard protocol and records of the disbursement are maintained at all levels of the SRLM
- Advise various accounting centers to follow prudent financial norms and ensure fiduciary discipline at accounting centers
- Conduct Quarterly Review of financial progress against Annual Budget (quarterly target) and identify the variance to ensure that project is progressing as planned and to plug any deviation
- Review DMMUs and BMMUs in financial management aspects
- Maintain proper books of accounts and consolidating accounts
- Maintain all accounts at state level
- Prepare interim unaudited financial returns (statements)
- Maintain Accounting and Financial Procedures at DMMUs/BMMUs
- Maintain records of funds disbursed to the community from different accounting centers
- Incorporate internal controls in accounting system at various levels

Job Description of Project Managers

- Prepare stock statement and update Fixed Assets Register after proper physical verification at periodic interval.
- Assist external and internal audit team(s) in audit related matters
- Analyze monthly advances and ensure its proper accounting
- Reconcile Payments with expenditures on quarterly basis to ensure proper accounting
- Analyze statutory payments - deductions and remittances such as sales tax, income tax, EPF etc., to ensure that legal and statutory deductions and remittances are made in time regularly
- Any other task as and when assigned by Management

Job Description of Project Managers

10. Monitoring & Evaluation

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Responsibility	MONITORING & EVALUATION
Functional Reporting	Managing Director & Joint Managing Director
Administrative Reporting	Vertical Head HR & ADMIN
Position	01
Place of Posting	GLPC Head Office
Qualification	PG degree/diploma in Management/ Rural Management/MCA/MSW or BE/B.Tech from a recognized University
Experience	5 years and above with minimum 3 years of Post Qualification relevant experience in Monitoring and Evaluation of development program in a development Project/large institutional set up/reputed company. AND Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	S/he should have good communication skill (both oral and writing) in English and Gujarati. Operational proficiency in Internet, MS Office etc.
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

Job Description of Project Managers

Broad Duties and Responsibilities

- Take leadership role in design, strategy and roll out of annual work plans, perspective plans under the Monitoring and Evaluation component for the district
- Undertake consultation with other thematic experts at NMMU/SMMU in order to identify important indicators affecting efficiency and effectiveness of project activities
- Promote enabling work environment in-order to maximize intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation.
- Facilitate development of M&E tools and reporting systems in consultations with other experts
- Extend cooperation and support to external agencies in proper implementation of Baseline, Midterm and End Term surveys.
- Take proactive role in design and integration of M & E tools to Web based MIS/Monitoring system to be installed for the project.
- Facilitate rollout and management of Web based MIS/Monitoring system with close coordination with external agency.
- Offer handholding support M&E component end ensuring timely flow of data in order to generate required Progress reports.
- Undertake field visits proactively for sample check of data through consultations with stakeholders
- Monitor the performance of the District/Block level Manager –MIS, M&E
- Undertake thematic studies on a periodic basis by collecting data from field level and sharing findings with NMMU/SMMU.
- Report regularly to NMMU/SMMU in form of generating periodic reports
- Any other task as allocated by competent authority