

Job Description of Taluka Livelihood Managers

Designation	TALUKA LIVELIHOOD MANAGERS
Level	MIDDLE MANAGEMENT (LEVEL LOW)
Responsibility	GENERAL ADMINISTRATION AND PROJECT IMPLEMENTATION
Functional Reporting	DISTRICT LIVELIHOOD MANAGER
Administrative Reporting	TALUKA DEVELOPMENT OFFICER (TDO)
Place of posting	Anywhere in Gujarat
Qualification	Post Graduate Degree in Social Work/Business Administration/Rural Management from a recognized University/Institutes.
Experience	Min. 3 years in Rural Development/Women Empowerment/Micro-finance S/he should have worked/managed a development programme in SHG//Co-operatives/Livelihoods/Micro-finance/Cottage promotion programme, leading a team of field workers. Experience in SHG Bank linkage and liaison with government officials is essential AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Excellent written & documentation skill in Gujarati is essential Working knowledge of Hindi & English is desired Operational proficiency in Internet, MS Office etc.
Age Limit	Max 30 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 20000/per month (commensurate with experience and Company's Policies)

Broad Duties and Responsibilities

- Strengthening the processes at the block level with handholding support to the Block teams on programme components.
- Overall Leadership and coordination of all Mission activities in the Block with help of all thematic experts at BMMU.
- Promote enabling work environment in-order to maximize intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation.
- Identify opportunities and implement activities under convergence model
- Undertake necessary liaison and coordinate implementation of the project with all key
- Stakeholders (district administration, line department, NGOs, technical agencies, banks, etc.)
- Consolidation of plans prepared by community level institutions and facilitates implementation of the same.
- Provide necessary technical and management support to field staff i.e Cluster Co-ordinators and Area Co-ordinators and conduct regular review meetings
- Mentor staff at field level to ensure effective rollout of Mission activities
- Coordinate with lead bank / banks for bank linkage of SHGs with the support of the financial inclusion cell at DMMU and SMMU.
- Facilitate rolling out of organizational system (HR, MIS, Admin, Fin etc.) of the project
- Undertake 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
- Report regularly to DMMU in form of generating MPR's, QPR's and other relevant reports.
- Any other task as allocated by competent authority at DMMU

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-sectoral 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