**RECRUITMENT FOR GOA STATE RURAL LIVELIHOOD MISSION**

**Position – State Programme Manager (Number of vacancies – 4)**

State Programme Managers are responsible for coordination of all activities within the respective thematic area. The thematic areas for which vacancies are being notified are:

**Brief Description of responsibilities – Thematic Anchor**

| **Position** | **Brief Description** |
| --- | --- |
| State Project Manager (SPM)IB-CB | * Work/interact directly with the community- minimum 10-day fieldwork including upto 5 days of village visit
* Anchor (as In-charge/nodal officer of) a set of districts/blocks
* Anchor social mobilisation and community institution development activities in the state
* Anchor capacity building activities of community, institutions, cadre, staff and other stakeholders
* Facilitate development of community cadre and communitisation (ensuring role of community cadre in management activities) in the programme
* Mentor/monitor/guide staff at state, district and block team to ensure effective rollout of Mission activities
* Develop training modules/materials
* Facilitate planning, managing, and budgeting at various levels
* Provide support in programme, systems, data and fund management
* Play active role in the preparation of Annual Action Plan
* Develop necessary policy/documents in consultation with NMMU
* Support roll-out of transaction based accounting systems
* Represent at different forums and liaison with different line departments and NMMU related to the mission activities and reports
* Be a part of the state management team and support the SMD/COO in mission management
* Any other task assigned by reporting officer
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| SPM-Financial Inclusion/Bank Mitra/Bank Linkage | * Work/interact directly with the community- minimum 10 day fieldwork including upto 5 days of village visit
* Anchor (as In-charge/nodal officer of) a set of districts/blocks
* Anchor financial inclusion activities (financial literacy, SHG bank linkage, formation of CBRM committee, insurance, tracking NPA and others) in the state
* Formation of bankers committee at State, district and block level and participating in review meeting
* Anchor capacity building activities of community, institutions, cadre, staff and bankers
* Facilitate development of community cadre and communitisation (ensuring role of community cadre in management activities) in the programme
* Mentor/monitor/guide staff at state, district and block team to ensure effective rollout of Mission activities
* Develop training modules/materials
* Facilitate planning, managing, and budgeting at various levels
* Provide support in programme, systems, data and fund management
* Play active role in the preparation of Annual Action Plan
* Develop necessary policy/documents in consultation with NMMU
* Support roll-out of transaction based accounting systems
* Represent at different forums and liaison with different line departments and NMMU related to the mission activities and reports
* Be a part of the state management team and support the SMD/COO in mission management
* Any other task assigned by reporting officer
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| SPM-Livelihoods | * Work/interact directly with the community- minimum 10 day fieldwork including upto 5 days of village visit
* Anchor (as In-charge/nodal officer of) a set of districts/blocks
* Anchor livelihoods activities in the state
* Develop training modules/materials for LH activities
* Anchor capacity building activities
* Mentor/monitor/guide staff at state, district and block team to ensure effective rollout of Mission activities
* Facilitate planning, managing, and budgeting at various levels
* Provide support in programme, systems, data and fund management
* Play active role in the preparation of Annual Action Plan/project proposal
* Playing active role in convergence/partnership activities to enhance the livelihoods of the community
* Develop necessary policy/documents in consultation with NMMU
* Represent at different forums and liaison with different line departments and NMMU related to the mission activities and reports
* Be a part of the state management team and support the SMD/COO in mission management
* Any other task assigned by reporting officer
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| SPM-Management Information System (MIS)  | * Work/interact directly with the community- minimum 5 days fieldwork
* Anchor (as In-charge/nodal officer of) a set of districts/blocks
* Offer handholding support to district/block on M&E component and 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 Management Information System of the Project and streamlining information flow through periodic analysis of data based on project health indicators and documenting the same
* Ensure roll-out of transaction based accounting systems (SHG/VO/CLF and others)
* Ensure timely and accurate data entry of all MIS related data for the project as well as community level
* Take up any other task as allocated by competent authority
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**Eligibility Criteria – SPM**

| **Level** | **Qualifications** | **Experience** | **Remuneration/ month (Rs.)** |
| --- | --- | --- | --- |
| Project Manager (PM)IB-CB | Post-Graduate degree in Social Work or Rural Management  | 5+ years post qualification relevant experience | 45000/- to 50000/- |
| Financial Inclusion/Bank Mitra/Bank Linkage | Post-Graduate degree in Social Work or Rural Management  | 5+ years post qualification relevant experience | 40000/-45000 |
| Livelihoods | Post-Graduate degree in Social Work or Rural Management  | 5+ years post qualification relevant experience | 45000/- to 50000/- |
| Management Information System (MIS)  | Masters in Computer Applications  | 5+ years post qualification relevant experience | 45000/- to 50000/- |

**Terms of appointment**

The appointment to all the above positions shall be on annual contract basis. The contract may be renewed on annual basis, subject to review of performance of the incumbent and continuation of the GSRLM Project. Consolidated monthly remuneration fixed according to the number of years of relevant experience as approved will be paid.

**Selection Process**

The applicants will be selected through a multi-stage selection process:

1. Short-listing of suitable candidates based on review of application in the prescribed format
2. Written test administered through email for the position of SPM if need.
3. Personal Interview for final selection

**Submission of applications**

Applications for the positions will consist of the following.

1. Covering letter
2. Application in the format below
3. Copy of Curriculum Vitae

Completed applications should be addressed to ‘Chief Executive Officer, Goa State Rural Livelihood Mission’ and submitted through email to **gsrlmrecruitment2018@gmail.com**

Note:

* Only applications complete in all respects will be considered. Covering letter, Application in the given format and copy of CV should be submitted together and should be signed by the applicant.
* Submissions through e-mail should be in .pdf format and all documents should carry the signature of the applicant
* No supporting document is to be provided along with the application. Applicant will provide authenticated copies of certificates & credentials when asked for, and make available originals for verification.
* No enquiries related to the Selection process will be entertained.

**Goa State Rural Livelihood Mission**

**Selection of Personnel**

**Format for Application**

*(All sections are to be filled in. Incomplete applications will be summarily rejected)*

**Position Applied For: \_\_\_\_\_**

1. **Name:**
2. **Father’s Name**:
3. **Sex**:
4. **Date Of Birth**:
5. **Permanent Address**:
6. **Address For Correspondence (with Pin Code)**:

 **E-Mail:**

 **Mobile No.**:

1. **Educational Qualification**:(*in reverse order – last degree first; provide information up to High School level)*

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| --- | --- | --- | --- | --- | --- |
| **Degree/Diploma Certificate** | **Year** | **College/ Institute** | **Board/University/ Institution** | **Subjects** | **Division/ Marks/ GPA** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Work Experience**: (*in reverse chronological order – latest first*):

| **Sl. No.** | **Name Of Organisation** | **Designation** | **Tenure** | **Responsibility/Assignment** | **Achievements** |
| --- | --- | --- | --- | --- | --- |
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1. **Language Proficiency:**(*Indicate level of proficiency in languages as Native/Proficient/ Working)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read**  | **Write** | **Speak** |
|  |  |  |  |
|  |  |  |  |

1. **Computer Proficiency**:
2. **Suitability of the applicant to the position applied**: (*Please write a brief note not exceeding 500 words as to why the applicant considers her/himself suitable for the position applied for. Use separate sheet if required)*
3. **Any other information relevant to position applied for:***that applicant may like to add*
4. **References** *– Give contact details of two persons who can provide reference on the candidate. One referee shall be the reporting officer of the applicant in her/his latest job*

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| --- | --- | --- |
| **Name and Designation** | **Contact Address (Postal)** |  |
|  |  | Tel. No: E-Mail: |
|  |  | Tel. No: E-Mail: |

**Undertaking by the Applicant**

The information provided above is true, accurate and complete in all respects. As part of the procedure for processing the application, my personal and employment references may be checked. If it is found later that any of the facts has been misrepresented or omitted on this application, I may be summarily discharged from the job. Authenticated copies of certificates and credentials to substantiate claims made in this application will be provided when asked for and originals will be produced for verification.

I understand and agree to the information shown above.

Date: Name:

Place: Signature: