



Convergence of Agricultural Interventions in Maharashtra (CAIM)

1st Floor, Sahakar Sankul, Kanta Nagar, CAMP, Amravati- 444602 Phone: 0721-2552475

Inviting applications for the Appointment of Contractual Staff

CAIM - Recruitment – 05th Dec 2016 Government of Maharashtra's Convergence of Agricultural Interventions in Maharashtra (CAIM) programme assisted by International Fund for Agricultural Development (IFAD) and Sir Ratan Tata Trust (SRTT) is being implemented in distressed districts of Vidarbha namely Akola, Amravati, Buldhana, Wardha, Washim and Yavatmal. The project period ends on 31st Dec 2017. However, it is proposed to extend this project period by One Year.

Programme would like to appoint personnel on contract basis for following Contractual posts.

Sr. No.	Name of the Post	No. of Post Vacant/Waiting	Consolidated Salary per Month
1	Accounts Officer (PMU)	1	Rs. 52,500/-*
2	Administrative Officer (PMU)	1	Rs. 43,300/-*
3	Agri Business Expert (PMU)	1	Rs. 43,300/-*
4	Agronomist (PMU)	1	Rs. 43,300/-*
5	Monitoring & Evaluation Officer (PMU)	1	Rs. 43,300/-*
6	Market Linkage Specialist (PMU)	1	Rs. 43,300/-*
7	Knowledge Management Expert (PMU)	1	Rs. 43,300/-*
8	Livestock Specialist (PMU)	1	Rs. 43,300/-*
9	Junior Accounts Officer (PMU)	1	Rs. 40,000/-*
10	Computer Operator (PMU)	1	Rs. 26,000/-*
11	Accounts Assistant (PMU)	1	Rs. 20,000/-*
12	Monitoring & Evaluation Officer (DPMT)	3	Rs. 39,000/-*
13	Agri Business Expert (DPMT)	5	Rs. 39,000/-*
14	Accountant (DPMT)	3	Rs. 26,000/-*
15	Account Assistant (DPMT)	3	Rs. 20,000/-*

For eligibility details and to download prescribed application format kindly visit www.msamb.com Eligible candidates must send their applications strictly in prescribed format on above mentioned address /or email on caim_pmu@msamb.com on or before **26th December 2016**.

Note – Only shortlisted candidates will be called for personal interview and documents verification. Final decision regarding interview call lies with the selection authority.

Final selection will be done on the basis of written examination if necessary and personal interview.

*Monthly remuneration will be taxable as per Indian laws. The appointment will be extendable subject to satisfactory performance and continuing need for the function.

Project Director

IMPORTANT NOTES

1. If candidate is willing to apply by e-mail; he/she should send the application only in ".doc, .docx, .pdf" file format. No other file formats (*.jpg, *.png etc.) will be accepted.
2. Candidate need not send any other document except the filled application in prescribed format.
3. The Project Director is authorized to change the no. of post as per requirement.

**Project Director,
CAIM,
Amravati**

For Office Use, Only

Post Code:POST NAME.....Dec - 2016
Application No. _____

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**CONVERGENCE OF AGRICULTURAL INTERVENTIONS IN
MAHARASHTRA (CAIM)**

Application Form for the post of

Sr. No. of Post ____ **Name of Post** _____

(A) Personal Details

Date of Application	
Name (in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) (Age as on 01-12-2016)	
Address for Communication	
Contact Information:	Landline _____ Mobile _____ Email _____
District Preferred (Pl. indicate Head Quarter preference between 1 to 6. Indicate nil preference by 0)	() Akola () Wardha () Amravati () Washim () Buldhana () Yavatmal

(B) Educational Qualification:

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post-Graduation					
Graduation					
Diploma					
Specialized Training					
Other Education					

(C) Competency:

***Attach Additional sheets, if required.**

Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position. (e.g.: Project management, Leadership, Team work, Negotiator/communicator, Facilitator of Change, Performer etc.)

(D) Experience

***Please list beginning from most recent**

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

(E) Experience Relevant to the Post Applied:

(F) References with contact details:

1.
2.

(G) Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

(Signature of the Applicant with Date)

Sr. No. 01 Post of Accounts Officer (PMU)

(Amravati)

(1) Eligibility Criteria Post of Accounts Officer (PMU)

Qualifications – Postgraduate degree in commerce, accounting, finance or comparable post graduate professional qualification with good academic record.

Experience – minimum of 6 years professional experience in financial management, preferably in managerial position.

Additional Qualifications – Candidates with previous experience in Rural Development projects and aptitude for working in the rural areas will be given preference.

The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Accounts Officer (PMU)

The Accounts Officer will be responsible for all financial transactions and work with close coordination with the project coordination team and Accountants at Block and district levels.

He/she will report to the Project Director directly. His/her functions and responsibilities will essentially include:

- Contributing to the preparation of the programme implementation and financial manuals
- Facilitating timely disbursement of programme funds to districts, Blocks, NGOs, Gram Panchayats and SHGs and compiling SOEs for the Project and submitting them to the Project Coordinator
- Ensure that the expenditures are in accordance with IFAD Financing Agreement
- Maintain Project Accounts
- Coordinate with the DPMTs and NGOs to ensure that the statement of expenditures (SOEs) are prepared and sent to PMU on time
- Prepare guidelines for procurement and facilitate procurement of goods and services in accordance with IFAD Financing Agreement
- Ensure that the project accounts are audited in time and audit reports are sent to IFAD; and
- Such other duties as may be assigned by the project director including attending all PSC meetings and assisting the C-AIM Partnership Committee in compiling his/her reports.
- Any other duties as may be assigned by the Project Director.

(3) Remuneration Post of Accounts Officer (PMU)

Honorarium Rs. 52,500/-* per month (Consolidated)

Sr. No. 02 Post of Administrative Officer (PMU)
(Amravati)

(1) Eligibility Criteria Post of Administrative Officer (PMU)

Qualifications – Postgraduate in any discipline having MBA (HR), Law or comparable post graduate professional qualification with good academic record.

Experience – minimum 5 years of relevant experience of working in Internationally Funded Programme or working in Government Programme/s.

Additional Qualifications – S/he should have an ability to work as an integral part the team and required to have strong interpersonal and practical problem solving skills. S/he should also have strong written and communication skills in Marathi and English with high proficiency in computer software application.

Candidates with previous experience in Rural Development projects and aptitude for working in the rural areas will be given preference. The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Administrative Officer (PMU)

The key responsibilities of the Admin Officer: -

Administration and Management

- Monitor and support day-to-day personnel and administrative operations in consultation with management team of CAIM.
- Provide quality administrative support in preparation of reports, presentations, letters, filling and timely communications.
- Work as a Asst. Information Officer under RTI act.
- Monitor the code of conduct, cleanliness and decorum of the office premises.
- Responsible for housekeeping services, repair maintenance and up keepment of assets of the programme and logistics.
- Interaction with IFAD, Govt and other agencies.
- Legal advice

Personnel & HR

- Responsible for recruitment process of the programme.
- Maintain all personal records (personal files) pertaining to employees' appointment, leaves, training, performance appraisal reports etc. and update regularly.
- Maintain an updated database of Terms of references for all staff/consultants and follow up on staff/consultants and ensure timely submission and filing of their performance reports in line with the provision of their ToR.
- Prepare and update staff contracts. Review staff employment conditions.
- Prepare, maintain and up-date standard employment contracts.
- Support for organizing Trainings
- Provide orientations to new staff.

Finance and Procurements

- Responsible for procurement of the services for the programme and assisting the sector heads for procurement of professional services.
- Processing the Bills according to the defined process in CAIM.
- Willingness to undertake additional responsibilities and initiative is vital.

(3) Remuneration Post of Administrative Officer (PMU)

Honorarium Rs. 43,300/-* per month (Consolidated)

Sr. No. 03 Post of Agri Business Expert (PMU)
(Amravati)

(1) Eligibility Criteria Post of Agri Business Expert (PMU)

Designation	Educational Qualification	Experience
Agri Business Expert (PMU)	Full time MBA / PGDBM in Agricultural or relevant field. Or Post Graduate in Agriculture / Horticulture / Agricultural Engineering	At least 3 years' experience in Agriculture Marketing or Agriculture Marketing Project Management
Note: - Candidates having relevant Experience with good academic record & innovative ideas will be preferred.		

(2) Job Requirements Post of Agri Business Expert (PMU)

The key responsibilities of the Agri Business Expert:-

- Along with the NGOs and private sector players, initiate actions to empowering the rural women to participate in markets effectively by increasing their awareness about the functions of markets and prices, the importance of quality and standards, increasing their participating in decision-making and negotiating through training;
- Initiate actions to promote producer groups or companies to increase their bargaining power in the market place and to gain the benefits of market institutions, such as warehouse receipt systems and commodity exchanges; ensure that this is underpinned in training in the potential benefits of forming such groups;
- Ensure that the SHGs, JLGs and CMRCs have a presence on local and regional fora associated with marketing improvements;
- Arrange facilities to improve the ability of SHGs, JLGs and CMRCs to overcome their cash constraints through linkages with banks and market institutions;
- Create and strengthen discussion between the private sector and SHGs, JLGs and CMRCs for enhancing the market environment, particularly with regard to prices and quality;
- Identify viable and technically feasible and financially viable sub-projects that are linked to markets and can be undertaken by the target group HHs in particular the SHGs, JLGs and CMRCs and also explore the funding and financing possibilities including convergence;
- Scout for PPP arrangements for the sub-projects such as contract farming, organic farming, milk production and collection centers, grain storage and ware houses etc.;
- Identify micro-enterprises that have market and production potential and develop viable models for support and financing;
- Arrange training for the SHGs, JLGs and CMRC staff regarding quality and thereby ensuring better prices; and
- Facilitate investment in milling and processing units for primary processing within villages to make the task of milling more convenient for women by arranging medium term credit and organizing JLGs and SHGs;
- Prepare quarterly and annual reports based on the MIS data and field visits and also undertake problem specific field visits to the operating SHGs, JLGs and CMRCs and provide guidance to improving their performance and operations;
- Carry out specific market and commodity analysis to bring improvement in marketing and ensure better returns to the SHGs and in this respect, establish linkage with the private sector players and draw specific plans for development; and
- Any other duties as may be assigned by the programme coordinator including attending the PSC meeting and assisting the PC in compiling his/her reports.

(3) Remuneration Post of Agri Business Expert (PMU)

Honorarium Rs. 43,300/-* per month (Consolidated)

Sr. No. 04 Post of Agronomist (Krishi Vidya Vetta) (PMU)

(Amravati)

(1) Eligibility Criteria Post of Agronomist (PMU)

Qualifications – Postgraduate degree in Agriculture/ Horticulture/ Agronomy or relevant field. M.Tech or relevant field with good academic record.

Experience –relevant working experience in sustainable agriculture, insitu Soil & water Conservation & livestock development for no less than 3 years. Experience of handling development projects will be an added advantage.

Additional Qualifications - The candidate should not be more than of age of 45 and be willing to work in rural areas involving extensive touring.

(2) Job Requirements Post of Agronomist (PMU)

The key responsibilities of the Agronomist: -

- Along with the NGOs, Agriculture Department and other relevant stakeholders, initiate actions to empowering the small & marginal farmer/rural women and other project beneficiaries to participate in Sustainable Agriculture related activities by increasing their awareness about the In Situ soil and water conservation, Low external input sustainable agriculture- LEISA methods, Livestock development to increase their participation in decision-making and negotiation through training;
- Provide input to the District Agribusiness Experts, implementing agencies for developing scope of Sustainable Agriculture in the project and develop strategies for implementation;
- Ensure to propagate sustainable agriculture activities through Water Shed Volunteers, SHGs, JLGs and CMRC and other community based institutions;
- Design and conduct capacity building programmes for implementing team and beneficiaries on Sustainable Agriculture;
- Create and strengthen discussion between the line department, subject specialist, and SHGs, JLGs;
- CMRCs for enhancing the discussions on Sustainable Agriculture, in Situ soil & water conservation, Livestock development;
- Identify viable and technically feasible and financially viable sub-projects that are linked to sustainable agriculture and can be undertaken by the target group HHs in particular the SHGs, JLGs and CMRCs and also explore the funding and financing possibilities including convergence;
- Scout for PPP arrangements for the sub-projects such as demo farmers, technology dissemination, knowledge exchange, research study & documentation, etc.;
- Creating linkages with market for better price of farmer's LEISA & Dairy produce;
- Facilitate the need assessment and planning for soil and water conservation work at village level;
- Prepare quarterly and annual reports based on the MIS data and field visits and also undertake problem specific field visits to the operating SHGs, JLGs and CMRCs and provide guidance to improving their performance and operations;
- Carry out specific sectoral analysis to bring improvement in execution of sustainable agriculture related activities in project;
- Need to work closely with Agri Business Expert at districts
- Any other duties as may be assigned by the programme coordinator including attending the PSC meeting, doing presentations on the behalf of project, etc.

(3) Remuneration Post of Agronomist (PMU)

Honorarium Rs. 43,300/-* per month (Consolidated)

Sr. No. 05 Post of Monitoring & Evaluation Officer (PMU)
(Amravati)

(1) Eligibility Criteria Post of Monitoring & Evaluation Officer (PMU)

Qualifications – Post Graduate university degree in Economics, Statistics, Finance or relevant field with good academic record.

Experience – relevant working experience with minimum of 7 years' experience in M&E functions. Preference will be given to Retired Government Officer.

Additional Qualifications -The MSAMB will assign a candidate for above positions subject to meeting the above criteria or Recruit from the market with appropriate background and experience and qualification to the satisfaction of IFAD. The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Monitoring & Evaluation Officer (PMU)

- Ensure the establishment and operations of the overall programme monitoring and evaluation systems including the RIMS survey and in compliance with the overall requirements of the GoM in Project year 1;
- Ensure that the M&E of the participating institutions is adequate to provide the required information for timely preparation and submission of periodical progress reports;
- Prepare periodical reports required by IFAD, co-financers and GoM;
- Carry out the M&E functions including direction of baseline surveys and impact assessment studies in the project area blocks; India: Convergence of Agricultural Interventions in Maharashtra PROJECT IMPLEMENTATION MANUAL 71
- Work in close coordination with the participating NGO and private sector agencies and obtain and secure required data and information on a regular basis;
- Undertake field visit, along with the NGO staff, where necessary and make on the spot assessment and validation of the progress reports submitted by the NGO;
- Prepare progress reports, containing, inter alia, an analysis of successes, problems, constraints and design issues that would help annual reviewers by supervision missions and a mid-term review by IFAD, GoM and other stakeholders.
- Any other duties as may be assigned by the Project Director.

(3) Remuneration Post of Monitoring & Evaluation Officer (PMU)

Honorarium Rs. 43,300/-* per month (Consolidated)

Sr. No. 06 Post of Market Linkage Specialist (PMU)

(Amravati)

(1) Eligibility Criteria Post of Market Linkage Specialist (PMU)

Qualifications – PG degree or PG diploma completed, preferably MBA- Marketing or Agri Business Management or Entrepreneurship Development completed from recognized university/Institute with good academic record.

Experience – 5 years of total experience. Minimum 3 years of Relevant Experience at larger scale of Marketing & Linkages in Rural Development Sector at Managerial level.

Additional Qualifications - Should also have strong written and communication skills in Marathi and English with high proficiency in computer software application. (e.g. Microsoft Excel, PowerPoint, Word).

(2) Job Requirements Post of Market Linkage Specialist (PMU)

Following are the indicative Duties and responsibilities of **Market Linkage Specialist**;

- To initiate and build a market intelligence unit for CAIM, which will act as an information hub for project personnel and subproject partners.
- Undertake studies on feasibility, operational and marketing aspects of the value-added products before initiating the activities on a large scale.
- Undertake mapping and assessment of marketing support infrastructure such as warehouse, Bulk milk coolers, processing units, etc. in the region.
- Prepare a database of market players / buyers in the region and outside with the team members and contacting them for exploring market linkages.
- Communicate, publicize and advertise and inform the potential market partners about the project to explore and establish linkages with them.
- Undertake review of progress on agro processing, value addition and market linkages as per the planning of the implementation agencies and provide them support.
- Take up challenge of developing value chains for identified products/ commodities, and ensure sustainable linkages with local markets.
- Launch & track implementation of Project Idea across regions. Work with cross functional team to overcome teething trouble for its successful launch.
- Develop parameter to judge Project idea effectiveness; bring about improvement based on learning / experience in field.
- Develop parameters to judge performance on different matrix, and communicate it on regular basis both upward and down ward to help improve productivity.
- Analyze market development plan for regions and track its implementation.
- Support to community level institutions to develop products which are in sync with current market demand in-order to ensure better price realization and value addition for stakeholders.
- Maintain a database of institutional buyers /vendors relevant to the products made by SHGs, PGs and other affiliated groups.
- Support in organizing seminars /workshops showcasing products of SHG's and PGs to institutional buyers, financial institutions and general public.
- Assist in promoting work environment to maximize intra thematic and cross thematic exchange of ideas, plans and strategies for implementation.
- Promoting Micro Enterprise as a part of Rural Development Projects and justify all projects schedule and risks through necessary documents
- Identify, arrange and managing a panel of programme specialists (Marketing) for delivering technical inputs for the projects.
- Undertake periodic review and assessment of the agribusiness activities undertaken by the sub project partners.
- Reporting of Market Linkage Specialist is to Programme Director.

(3) Remuneration Post of Market Linkage Specialist (PMU)

Honorarium Rs. 43,300/-* per month (Consolidated)

Sr. No. 07 Post of Knowledge Management Expert (PMU)

(Amravati)

(1) Eligibility Criteria Post of Knowledge Management Expert (PMU)

Qualifications – PG degree or PG diploma completed, in management, economics, social sciences or related fields from recognized university/Institute with good academic record.

Experience – minimum of 7 years' experience, preferably planning training programmes.

Additional Qualifications - Should also have strong written and communication skills in Marathi and English with high proficiency in computer software application.

The PMU will recruit the candidate with appropriate qualification and experience, as may be satisfactory to IFAD. The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Knowledge Management Expert (PMU)

The main responsibility of the Knowledge Management Expert at the PMU will include:

- Facilitate interchange of information between districts, participating agencies and also the other ongoing IFAD projects in India;
- Promote the exploration of improved development strategies for the project area districts based on the information and data available from other sources and the website and disseminate them between DPMTs, stakeholders and NGOs;
- Study the best practices adopted and used in the project design that were test-checked and proved and disseminate them to other DPMTs for effective impact;
- Coordinate training needs assessment, training manual preparation including training modules, courses and curricula development, training materials development, and ensure that the best practices are inbuilt in these activities and also evaluate the TOTs performance and compile well-impacted courses for better use in other projects and areas;
- Coordinate the periodical review of the annual training plan implementation and follow-up in collaboration with DPMTs and NGOs and document best methods and approaches for effective information dissemination;
- Network with other knowledge management agencies including the Solution Exchange with regard to innovative ideas and practices that are best suited to the project and pass on these data and information to all partner NGOs and DPMTs for implementation;
- Identify training institutions, training providers or resource persons including NGOs and ensure that these resources and services are effectively used;
- Develop criteria for selection of participants for study visits and exposure visits courses;
- Prepare periodical and annual reports on the progress and implementation status of training activities for the entire project; and
- Coordinate the training activities for the SHGs and JLG and CMRCs and conduct special reviews with regard to their quality and output result and make changes or modifications in consultation with the respective DPMT and NGOs; etc.
- Document the interventions under pro-poor market linkages, micro-enterprises and evolution of end-to-end sub-projects and their impact on project beneficiaries and poverty alleviation and share the experiences with other IFAD projects and also ensure that the valuable lessons are used to modify the project design at supervision and MTR stages.

(3) Remuneration Post of Knowledge Management Expert (PMU)

Honorarium Rs. 43,300/-* per month (Consolidated)

Sr. No. 08 Post of Livestock Specialist (PMU)

(Amravati)

(1) Eligibility Criteria Post of Livestock Specialist (PMU)

Qualifications & Experience - Preferably Graduate in Veterinary sciences and Animal Husbandry (B. V. Sc. & AH) completed from recognized university/Institute with 3 years of total relevant. Experience at larger scale of Livestock Development & Management in Rural Development Sector. Should demonstrate increasing Managerial responsibilities throughout his/ her career.

The PMU will recruit the candidate with appropriate qualification and experience, as may be satisfactory to IFAD.

Additional Qualifications - Should also have strong written and communication skills in Marathi and English with high proficiency in computer software application. (e.g. Microsoft Excel, PowerPoint, word).

Retired Assistant Commissioner (Animal Husbandry) may apply. The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Livestock Specialist (PMU)

Desired Domain Knowledge and Experience: -

- Should have experience including Livestock management (Animal Health, Feed, Diseases etc).
- Should have experience of promoting producers' companies, facilitating their operations and establishing sustainable Livestock units.
- Should also possess skill of establishing business network and liaison with business enterprises, government and service provider agencies.

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 of 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.

(3) Remuneration Post of Livestock Specialist (PMU)

Honorarium Rs. 43,300/-* per month (Consolidated)

Sr. No. 9 Post of Junior Accounts Officer (PMU)
(Amravati)

(1) Eligibility Criteria Post of Junior Accounts Officer (PMU)

Qualifications – PG in Commerce or Accounting, Finance or comparable PG degree from recognized university/Institute with good academic record.

Experience – minimum of 4 year of minimum experience.

Additional Qualifications – Candidates with previous experience in Rural Development projects and aptitude for working in the rural areas will be given preference.

Should also have strong written and communication skills in Marathi and English with high proficiency in computer software application.

The PMU will recruit the candidate with appropriate qualification and experience, as may be satisfactory to IFAD. The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Junior Accounts Officer (PMU)

The Jr. Accounts Officer PMU will assist the Accounts Officer (PMU).

The Accounts Officer will be responsible for all financial transactions and work with close coordination with the project coordination team and Accountants at Block and district levels. He/she will report to the Project Director directly. His/her functions and responsibilities will essentially include:

- Contributing to the preparation of the programme implementation and financial manuals
- Facilitating timely disbursement of programme funds to districts, Blocks, NGOs, Gram Panchayats and SHGs and compiling SOEs for the Project and submitting them to the Project Coordinator.
- Ensure that the expenditures are in accordance with IFAD Financing Agreement;
- Maintain Project Accounts;
- Coordinate with the DPMTs and NGOs to ensure that the statement of expenditures (SOEs) are prepared and sent to PMU on time;
- Prepare guidelines for procurement and facilitate procurement of goods and services in accordance with IFAD Financing Agreement;
- Accounts section of PMU will closely monitor the activities and financial disbursement, respectively.
- Ensure that the project accounts are audited in time and audit reports are sent to IFAD; and
- Such other duties as may be assigned by the project director including attending all
- PSC meetings and assisting the C-AIM Partnership Committee in compiling his/her reports.

(3) Remuneration Post of Junior Accounts Officer (PMU)

Honorarium Rs. 40,000/-* per month (Consolidated)

Sr. No. 10 Post of Computer Operator (PMU)

(Amravati)

(1) Eligibility Criteria Post of Computer Operator (PMU)

Qualifications – Any Graduate degree with additional skills in Computer Operations including skills in database management or Appropriate Diploma or MCA from recognized university/Institute with good academic record.

Experience – at least 2 years' experience. Preference will be given to candidates having experience of working.

Additional Qualifications – Candidates with previous experience in Rural Development projects and aptitude for working in the rural areas will be given preference.

Should also have strong written and communication skills in Marathi and English with high proficiency in computer software application.

The PMU will recruit the candidate with appropriate qualification and experience, as may be satisfactory to IFAD.

(2) Job Requirements Post of Computer Operator (PMU)

The Computer Operators will be responsible for updating all project related database and provide support to the respective Units such as PMU and DPMTs in performing their roles more effectively. They will work in collaboration with their colleagues and report to their respective head. The functions and responsibilities of the Computer Operators will include:

- Update all data relating to the operations of CAIM including the RIMS survey, baseline surveys etc. in compliance with the overall requirements of the CAIM;
- Prepare periodical reports required by DPMU Managers, PMU Project Director and PSU Liaison Officer and GoM in accordance with guidelines provided to you;
- Provide support to the M&E specialists in developing computer-based formats and questionnaires and ensure that all such formats are computer-compatible;
- Work in close coordination with the other members of the Unit and provide them with required computer services as needed by them;
- Obtain, update and maintain data and information relating to CAIM programme on a regular basis and provide outputs to your immediate supervisors;
- Assume responsibility for upkeep and maintenance of all office-based computers, laptops, printers etc. and in this context, develop plans for their annual maintenance and ensure that all office equipment's are in good operating conditions;
- Assist your supervisor in the preparation of progress reports and other documents that are required for the CAIM as guided by your supervisor;
- Maintain soft copies of documents such as PIM, appraisal report, working papers, minutes of meetings, all records relating to CAIM and make available such soft copies to your supervisor as and when needed;
- Carry out any other duties assigned by his/her officer-in-charge.

(3) Remuneration Post of Computer Operator (PMU)

Honorarium Rs. 26,000/-* per month (Consolidated)

Sr. No. 11 Post of Accounts Assistant (PMU)

(Amravati)

(1) Eligibility Criteria Post of Accounts Assistant (PMU)

Qualifications – Full time Degree from any recognized University in Commerce with good academic record.

Experience – relevant working experience with minimum of 3years' post qualification.

Additional Qualifications –Experience of Tally Accounting is essential. Knowledge of Marathi and MS Office is desirable.

The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Accounts Assistant (PMU)

Desired Domain Knowledge and Experience:

- Knowledge of accounting principles and functions
- Knowledge of various taxes like income tax, professional tax etc.
- Experience of assisting internal audit
- Experience of maintaining various books of accounts

The person recruited will be functionally reporting to the Accounts Officer or any other delegated authority. The Accounts Assistant will be responsible for all financial transactions and work with close coordination with the Accounts Officer.

His/her functions and responsibilities will essentially include:

- Facilitating timely disbursement of project funds and preparation/compiling SOEs for the Project and submitting them to the Accounts Officer.
- Maintain all Project Accounts and provide regular progress reports.
- Coordinate with the NGO Accountants and ensure the timely preparation and submission of SOEs.
- Statutory Deductions and Reporting (TDS, PT, etc.)
- Tally accounting, Making accounting entries
- Assisting in finalization of Accounts, preparing trial balance, Coordination with Accountant and External / Internal Audit Team.
- Preparing funds flow and cash flow statement
- Managing petty cash transactions
- Such other duties as may be assigned by the Accounts Officer including attending all PSC meetings and assisting in compiling his/her accounts reports.

(3) Remuneration Post of Accounts Assistant (PMU)

Honorarium Rs. 20,000/-* per month (Consolidated)

Sr. No. 12 Post of Monitoring & Evaluation Officer (DPMT)

(Akola, Amravati, Buldhana, Wardha, Washim, Yavatmal)

(1) Eligibility Criteria Post of Monitoring & Evaluation Officer (DPMT)

Qualifications – Postgraduate university degree in economics, statistics, finance or related fields with good academic record.

Experience – relevant working experience with minimum of 5 years' in M&E functions.

Additional Qualifications –Management graduates and Graduates with experience in Rural Development will be given preference.

The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

The Department will assign a candidate for the position meeting the above criteria or recruit from the market with appropriate background and experience and qualification to the satisfaction of IFAD.

(2) Job Requirements Post of Monitoring & Evaluation Officer (DPMT)

The monitoring and evaluation of the project will be the responsibilities of the PMU and DPMTs. The monitoring and evaluation officer will be responsible for monitoring, evaluation and impact assessment activities in the project. He/she will work in collaboration with district PMUs and other team members in the PMU. The functions and responsibilities of monitoring and evaluation officer will include:

- Ensure the establishment and operations of the overall programme monitoring and evaluation systems including the RIMS survey and in compliance with the overall requirements of the GoM in Programme year 1;
- Ensure that the M&E of the participating institutions is adequate to provide the required information for timely preparation and submission of periodical progress reports;
- Prepare periodical reports required by IFAD, co-financers and GoM;
- Carry out the M&E functions including direction of baseline surveys and impact assessment studies in the programme area blocks;
- Work in close coordination with M&E officers of the district PMTs;
- Prepare progress reports, containing, inter alia, an analysis of successes, problems, constraints and design issues that would help annual reviewers by supervision missions and a mid-term review by IFAD, GoM and other stakeholders; and
- Any other duties as may be assigned by the Project Director.

(3) Remuneration Post of Monitoring & Evaluation Officer (DPMT)

Honorarium Rs. 39,000/-* per month (Consolidated)

Sr. No. 13 Post of Agri Business Expert (DPMT)

(Akola, Amravati, Buldhana, Wardha, Washim, Yavatmal)

(1) Eligibility Criteria Post of Agri Business Expert (DPMT)

Designation	Educational Qualification	Experience
Agri Business Expert (DPMT)	Full time MBA / PGDBM Or Post Graduate in Agriculture / Horticulture / Agricultural Engineering	At least 3 years' experience in Agriculture Marketing or Agriculture Marketing Project Management
	Graduates in Agriculture / Horticulture / Agricultural Engineering	At least 5 years' Experience in Agriculture Marketing or Agriculture Marketing Project Management

(2) Job Requirements Post of Agri Business Expert (DPMT)

The key responsibilities of the Agri-business development expert (ABD Expert)

- Along with the NGOs and private sector players, initiate actions to empowering the rural women to participate in markets effectively by increasing their awareness about the functions of markets and prices, the importance of quality and standards, increasing their participating in decision-making and negotiating through training;
- Initiate actions to promote producer groups or companies to increase their bargaining power in the market place and to gain the benefits of market institutions, such as warehouse receipt systems and commodity exchanges; ensure that this is underpinned in training in the potential benefits of forming such groups;
- Ensure that the SHGs, JLGs and CMRCs have a presence on local and regional fora associated with marketing improvements;
- Arrange facilities to improve the ability of SHGs, JLGs and CMRCs to overcome their cash constraints through linkages with banks and market institutions;
- Create and strengthen discussion between the private sector and SHGs, JLGs and CMRCs for enhancing the market environment, particularly with regard to prices and quality;
- Identify viable and technically feasible and financially viable sub-projects that are linked to markets and can be undertaken by the target group HHs in particular the SHGs, JLGs and CMRCs and also explore the funding and financing possibilities including convergence;
- Scout for PPP arrangements for the sub-projects such as contract farming, organic farming, milk production and collection centres, grain storage and ware houses etc.;
- Identify micro-enterprises that have market and production potential and develop viable models for support and financing;
- Arrange training for the SHGs, JLGs and CMRC staff regarding quality and thereby ensuring better prices; and
- Facilitate investment in milling and processing units for primary processing within villages to make the task of milling more convenient for women by arranging medium term credit and organizing JLGs and SHGs;
- Prepare quarterly and annual reports based on the MIS data and field visits and also undertake problem specific field visits to the operating SHGs, JLGs and CMRCs and provide guidance to improving their performance and operations;
- Carry out specific market and commodity analysis to bring improvement in marketing and ensure better returns to the SHGs and in this respect, establish linkage with the private sector players and draw specific plans for development; and
- Any other duties as may be assigned by the programme coordinator including attending the PSC meeting and assisting the PC in compiling his/her reports.

(3) Remuneration Post of Agri Business Expert (DPMT)

Honorarium Rs. 39,000/-* per month (Consolidated)

Sr. No. 14 Post of Accountant (DPMT)

(Akola, Amravati, Buldhana, Wardha, Washim, Yavatmal)

(1) Eligibility Criteria Post of Accountant (DPMT)

Qualifications – Post-graduate / Graduate in Commerce, Accounting / Finance or Comparable Professional Qualification with good academic record.

Experience – 3 years' Professional experience for Post Graduate Candidates & 5 years' Professional experience for Graduate Candidates in Financial Management, Preferably in Managerial Position.

Additional Qualifications – The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

Candidates with previous experience in Internationally Funded Rural Development Project will be preferred.

(2) Job Requirements Post of Accountant (DPMT)

The Accountants will be responsible for all financial transactions and work with close coordination with the project coordination team and Accountants at PMU. He/she will report to the project manager. His/her functions and responsibilities will essentially include:

- Facilitating timely disbursement of project funds and compiling SOEs for the Project and submitting them to the PMU office.
- Ensure that the expenditures are in accordance with IFAD Financing Agreement;
- Maintain all Project Accounts at Block level and provide regular progress reports;
- Coordinate with the NGO Accountants and ensure that the SOEs are prepared and sent to PMU on time;
- Prepare time schedule for procurement of goods and services that are required at cluster level in accordance with IFAD Financing Agreement and maintain account;
- Ensure that the project accounts are audited in time and audit reports are sent to IFAD; and
- Such other duties as may be assigned by the project coordinator including attending all district coordination committee meetings and assisting the Manager PMT in compiling his/her reports.

(3) Remuneration Post of Accountant (DPMT)

Honorarium Rs. 26,000/-* per month (Consolidated)

Sr. No. 15 Post of Accounts Assistant (DPMT)

(Akola, Amravati, Buldhana, Wardha, Washim, Yavatmal)

(1) Eligibility Criteria Post of Accounts Assistant (DPMT)

Qualifications – Full time Degree from any recognized University in Commerce with good academic record.

Experience – relevant working experience with minimum of 3 years' post qualification.

Additional Qualifications –Experience of Tally Accounting is essential. Knowledge of Marathi and MS Office is desirable.

The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Accounts Assistant (DPMT)

Desired Domain Knowledge and Experience:

- Knowledge of accounting principles and functions
- Knowledge of various taxes like income tax, professional tax etc.
- Experience of assisting internal audit
- Experience of maintaining various books of accounts

The person recruited will be functionally reporting to the Accounts Officer or any other delegated authority.

The Accounts Assistant will be responsible for all financial transactions and work with close coordination with the Accounts Officer.

His/her functions and responsibilities will essentially include:

- Facilitating timely disbursement of project funds and preparation/compiling SOEs for the Project and submitting them to the Accounts Officer.
- Maintain all Project Accounts and provide regular progress reports.
- Coordinate with the NGO Accountants and ensure the timely preparation and submission of SOEs.
- Statutory Deductions and Reporting (TDS, PT, etc.)
- Tally accounting, Making accounting entries
- Assisting in finalization of Accounts, preparing trial balance, Coordination with Accountant and External / Internal Audit Team.
- Preparing funds flow and cash flow statement
- Managing petty cash transactions
- Such other duties as may be assigned by the Accounts Officer including attending all PSC meetings and assisting in compiling his/her accounts reports.

(3) Remuneration Post of Accounts Assistant (DPMT)

Honorarium Rs. 20,000/-* per month (Consolidated)