



Openings in Bihar Rural Livelihoods Project (JEEViKA)

JEEViKA - Bihar Rural Livelihoods Project, is a Government of Bihar Project assisted by the World Bank, aims to empower the rural poor by creating self managed community institutions and enhancing incomes through sustainable livelihoods. The project is striving to bring a change in the lives of about 5 lakh poor families of Bihar by promoting livelihoods through community institutions, their federation and producer's groups. The five year project was launched on 2nd October 2007, covering 44 blocks of eight districts in Bihar.

The Project is being implemented by an independent society; Bihar Rural Livelihoods Promotion Society (BRLPS) created under the Department of Finance, Govt of Bihar. It has a three tier implementation structure at the State, District and Block/Field Level. For more details about the project please visit www.brlp.in

To add to our team of committed professionals, we seek vibrant and dynamic individuals who are looking to make a difference in the lives of the poorest in the state of Bihar. We offer them challenges to match their potential and promise a working environment which encourages creativity and rewards for performance. The following vacancies are on offer:

Vacancy at State Project Management Unit

1. PROJECT MANAGER - COMMUNICATION (UR – 01): As part of the Communication team at state level, you would be primarily responsible for rolling out the communication strategies across the Project. You would closely work with the district and block teams to ensure that all staff shares the same vision of the Project. You would also provide close guidance to assist capacity building teams with design inputs. You should have excellent communication skill (both oral and writing). We are looking for a person with a Post Graduate Degree or PG Diploma in Mass Communication/ Management / Social Work/ Rural Development from a premier institute, with **at least 4 years** of relevant work experience. The gross monthly remuneration is **Rs 23,000 to Rs 29,300**.

2. PROJECT MANAGER - INSTITUTION BUILDING (UR - 01): As part of the Institution Building & Capacity Building team at state level, your main responsibility would be to build and nurture community institutions in the Project. You would guide efforts to strengthen institutions especially Block federations, producer federations/companies and make them sustainable institutions. You would also nurture and roll out appropriate policy for community staff like community mobilizers, community resource persons etc. You should have experience of building capacities of multi tier community institutions essentially with SHG federations/ producer companies, preferably in livelihoods and Microfinance sector. We are looking for a person with a Post Graduate Degree or PG Diploma in Rural Development / Management / Business Administration / Social Work from a premier institute. You should have **at least 4 years** of relevant work experience. The gross monthly remuneration is **Rs 23,000 to Rs 29,300**.

3. PROJECT MANAGER - RESEARCH AND DOCUMENTATION (UR - 01): As part of the M & E team at state level, you will undertake participatory action research and analysis for qualitative inputs to the Project. You will work closely with other thematic team and co-ordinate learning agenda of the organization, supporting in publications and prepare periodic progress report. Another key role would be to document field experiences into knowledge products/objects and organizing learning events/workshop at the district/state levels. You should possess excellent written communication skills. We are looking for a person with a Post Graduate Degree or PG Diploma in Rural Development / Management / communication/Economics/Statistics/Social Sciences from a premier institute. You should have **at least 4 years** of relevant work experience in the field of action research/development communication/documentation of field experiences and preferably published some of your work. The gross monthly remuneration is **Rs 23,000 to Rs 29,300**.

4. PROJECT MANAGER - STAFF LEARNING AND PERFORMANCE MANAGEMENT (UR - 01): As part of the HRD team at state team, you will be responsible for identifying learning requirement of the project staff, plan and execute training/exposure/interactive learning events. You would also lead the process of performance evaluation and

motivational reward system for the staff. Another key responsibility would be managing the Grievance Redressal process for the project staff and document as well as disseminate HR learning process within organisation. You should have worked in the HR team of a development project or a reputed company. We are looking for a person with a Post Graduate Degree or PG Diploma in HRD/ Management / Social Work/ Rural Development from a premier institute, with **at least 4 years** of relevant work experience.

5. DATA ADMINISTRATOR: Total Position 01 (EBC-1): You should have worked with data management programmes and desktop publishing software in development projects/government programmes. You should be able to manage field based data in exclusively designed web based MIS for the project and prepare required periodic reports. You will also be responsible for all troubleshooting required at field units for managing project data. You should also have proficiency of key stroke both in Hindi and English @ 10-12000/hour. We are looking for a Graduate in Computer Application with minimum 2 years of relevant experience. The gross monthly remuneration is **Rs 11,300 to Rs 15,300**.

6. Steno cum PA: Total Position 01 (BC-1): You should be a Graduate in any discipline and able to work in both Hindi and English shorthand application. You should also have excellent command on both Hindi and English typing on computer. The gross monthly remuneration starts from **Rs. 8600**.

For all above positions, Annual Performance Pay (ranging from 0-15% of annual basic pay), Group Accidental as well as Medi-claim coverage, Child Education Allowance, Communication and Self Learning Benefits will be extended to those successfully inducted in the project.

Vacancy at District Project Coordination Unit

1. DISTRICT PROJECT MANAGER: Total Position 03 (EBC -2, SC-1): You would lead the Project at the district level, managing up to 100 staff. You will be responsible for planning, execution and monitoring of all project activities and guide the block units within the district to deliver quality results. You would also manage partnerships at district level including liaise with district administration and ensure rolling out of all organisational policies and systems across the district. As part of your work experience you should have lead a rural development programme (preferably on livelihoods/SHG promotion) at least at a district level, motivate both district as well as field teams, and collaborate with other stakeholders to achieve project goals. We are looking at persons with a PG degree/PG diploma completed in management, social work, rural development, agriculture and allied disciplines with **at least 5 years relevant experience if degree/diploma is from premier institutes** or **at least 7 years of relevant experience in case degree/diploma is from other institutes**. Work experience should include successful leading of large and multidisciplinary team as well as executing livelihoods/ SHGs/ MF programmes. The gross monthly remuneration is **Rs. 24,200 – 36,800**. **For Government Officials under deputation** - Individuals from Bihar Administrative Services with minimum 5 years of relevant experience or individuals from other government line department/banking institution with minimum 5 years of relevant experience may be eligible to apply for the position.

2. FINANCE MANAGER: Total Position – 05 (UR – 2, EBC-1, SC-1, BC-1): You would be responsible for the smooth functioning of all financial and administrative systems in Block units and the District Unit. You would also manage and monitor flow of Project funds. Another key role would be periodic financial reporting to the State unit and coordinating with internal auditors. You would also guide and train Block and district level accountants in proper book keeping & accounting. We are looking for a person with an CA/ICWAI/ MBA (finance) or CA (inter), ICWAI(inter) or PG degree in commerce, with **at least 3 years of relevant experience** of working on financial management, budgeting, developing financial system in Government/semi government agency, banking institutions, reputed financial firms or non government organizations. The gross monthly remuneration is **Rs. 18,100 – 22,600**. **For Government Officials under deputation-** Government officials from Bihar Finance Service with minimum 1 year of relevant experience will also be eligible for the position.

3. TRAINING MANAGERS – Total Position 02 (EBC -1, SC -1): You would be responsible for planning and managing all training for Block staff and community resource persons. You would design the annual training programme of the district and guide the district training cell to ensure its timely and effective execution. You will monitor and review all

training and capacity building programmes organized by the district training cell. We are looking for a person with a PG degree/diploma completed in management, social work, rural development, agriculture and allied with **at least 3 years relevant experience if PG degree/PG diploma is from premier institute or at least 5 years of relevant experience if PG degree/PG diploma is from any other institute.** Work experience should include successfully managing training and capacity building events in livelihoods/MF/SHGs programmes. You should have sound understanding of participatory training methodology and skills of trainer. The gross monthly remuneration is **Rs. 18,100 – 22,600.** **For Government Officials under deputation-** Government Officials from line departments/ banking institutions with at least 3 years of relevant experience can apply.

4. TRAINING OFFICERS - Total Position – 04 (UR -2, EBC -1, SC -1): You will be responsible for executing all training programmes and capacity building events organized by district training cell. You will act as trainer to demonstrate effective training techniques to the resource pool and closely monitor the trainings to ensure quality. You would also ensure all logistics and material support for smooth implementation of the district training plan. You would also be responsible for mentoring internal resource pool to deliver quality training. We are looking for young and vibrant persons with **postgraduate degree completed in any discipline with at least 1 year relevant experience or graduate degree completed in any discipline with at least 3 yrs relevant experience** in conducted training programmes using participatory training techniques to project staff as well as to the communities preferably in SHG promotion/ livelihoods. Fresh post graduate diploma or PG degree holders in social work, rural development, management, agriculture and allied from premier institutes are also eligible to apply.

5. MANAGER – Microfinance/Livelihoods/Social Development - Total Position – (SC -1 and anticipated vacancy in EBC category): You will be responsible for executing as well as managing partnership activities of the project at district level and provide inputs to the block teams for microfinance interventions. You would assist the District Team in planning all microfinance activities in the district. We are looking for a person with **postgraduate degree completed in any discipline with at least 2 years relevant experience or graduate degree completed in any discipline with at least 4 yrs relevant experience** in managing specific livelihoods either farm or non farm. Fresh post graduate diploma or degree holders in social work, rural development, management, agriculture and allied from premier institutes are also eligible to apply. The gross monthly remuneration is **Rs. 18,100 – 22,600.**

For all above positions, Annual Performance Pay (ranging from 0-15% of annual basic pay), Group Accidental as well as Medi-claim coverage, Child Education Allowance, Communication and Self Learning Benefits will be extended to those successfully inducted in the project.

Vacancy at Block Project Implementation Unit

1. BLOCK PROJECT MANAGERS – Total Position 08 (EBC-2, SC-4, ST-1, W-BC - 1): Based at the block level, you will lead the Block level team of the Project, managing almost 20 staff working directly under you. You will plan and execute all project activities at block level. A key role would be to liaise with Govt line departments, banking institutions, civil society organizations and other external agency for project purposes. You would also nurture block level federations. You would be the overall in-charge of finance and administrative functions of the block unit. You should have managed a SHG promotion/ Livelihoods promotion programme, leading a team of field workers. Experience in SHG Bank linkage and liaison with government officials is essential. We are looking for young and vibrant person with **postgraduate degree completed in any discipline with at least 2 years relevant experience or graduate degree completed in any discipline with at least 4 yrs relevant experience** Fresh post graduate diploma or PG degree holders in social work, rural development, management, agriculture and allied from premier institutes are also eligible to apply. The gross monthly remuneration is **Rs. 17,300 – 22,800.**

2. ACCOUNTANT: Total Position 18 (UR – 1, EBC-6, SC-7, ST-1, WBC-2 and BC – 1): You should have worked in book-keeping and accounts related job with reputed institutions, Government programmes/project or NGOs. Knowledge of working on computer and operating Tally or any other double entry accounting Software will be essential. You will be stationed at block level and responsible to look after all accounts related work, preparing periodic financial reports

and operationalise prudent financial norms within office. We are looking for person who has completed graduate degree in commerce with at least 1 year relevant experience. The gross monthly remuneration starts from **Rs. 7500** per month which will be increased to Rs. **8,800** after 6 months successful passing out of test conducted by BRLPS.

3. OFFICE ASSISTANT: Total Position 19 (UR-04, EBC-4, SC-7, BC-3, ST-1, WBC-1): You should have worked in extending secretarial assistance and managing communication, office record keeping, compiling of project information and maintaining records related with programmatic, administrative and HRD affairs in reputed institutions/ government programme/development project or NGO. Excellent knowledge of working on computer with MS office environment will be must. You should also possess good writing and typing skill in both Hindi and English. You will be stationed at block level. We are looking for person who has completed graduate degree in any discipline with at least 1 year relevant experience. The gross monthly remuneration starts from **Rs. 6200**.

For all above positions, Annual Performance Pay (ranging from 0-15% of annual basic pay), Group Accidental as well as Medi-claim coverage, Child Education Allowance, Communication and Self Learning Benefits will be extended to those successfully inducted in the project.

General Terms & Conditions:

- Proficiency in computers and command on MS Office is essential for all positions.
- Reservation Policy of Govt. of Bihar will be applicable. Reservation benefits will only be available to the domiciled residents of Bihar.
- All Positions are **offered on a contract basis up to September 2012**, renewed every year based on review of performance.
- Government employees, persons employed with PSUs and Bank employees are also encouraged to apply. Relevant deputation norms would be applicable for them. If shortlisted, they would undergo the same selection process as other candidates. Apart from their existing salary, persons taken on deputation will receive a project allowance (20% of their basic pay or 4000/month whichever is lesser) and Annual Performance incentive as per the Project norms. Other Project benefits like communication and self learning benefits may also be extended to them.
- Retired Officials from Government / PSUs/ Banks with relevant work experience with enough zeal and willingness to work for the cause of the poor may also apply for suitable posts.
- Remuneration would be fixed based on qualification and years of experience.
- Premier Institute includes: IIMs; IRMA; TISS; XISS; IIFM; Delhi School of Social Work; XIMB; XIDAS; MANAGE; NIRD; KSRM; IIRM; GB Pant University of Agriculture & Technology, Pantnagar; Rajendra Agriculture University, Pusa; Indian Agriculture Research Institute, New Delhi; Birsa Agriculture University, Ranchi; Institute of Agricultural Sciences, BHU; etc.

List of applications received, short listed applications and dates of selection tests etc would be posted on www.sids.co.in/brlp or www.brlp.in/career.php . Candidates are requested to check the website periodically for lists and other announcements.

Selection: BRLPS has contracted SIDS, New Delhi, an independent professional agency to fill these positions. Short listed applicants will be invited to appear for Selection Tests at Patna.