

BIHAR RURAL LIVELIHOODS PROMOTION SOCIETY

Terms of Reference

For Hiring of Human Resource Agency (HRA) for BRLPS, JEEViKA

Introduction

- Bihar Rural Livelihoods Promotion Society(BRLPS) also known as JEEViKA, an autonomous body under the Department of Rural Development, Govt. of Bihar registered under Society Registration Act, XXI- 1860, has been implementing various projects of Govt. of Bihar in collaboration with World Bank and Government of India like NRLP, NRLM & BTDP etc. The Bihar Rural Livelihoods Promotion Society has been nominated by the Government as nodal agency for implementing and scaling up of these livelihoods programmes in all 38 districts of Bihar under National Rural Livelihoods Mission. BRLPS is in the process of scaling up its interventions. Now, BRLPS has aimed at ambitious target of covering approximately 1.5 Crore poor households under 10 Lakhs SHG. BRLPS is also implementing Bihar Transformative Development Project (BTDP) in 300 blocks of Bihar also known as JEEViKA II. Besides, it is also implementing Deen Dayal Upadhyay Gramin Kaushal Yojana (DDU-GKY), Lohia Swachh Bihar Abhiyan (LSBA) and other programmes in Bihar
- Bihar Rural Livelihoods Promotion Society is led by its General Body, from which a more functional Executive Committee has been formed for taking all policy level decisions and advising the functionaries of the society. Representatives from the Government of Bihar, Banks, Development institutions and civil society form the Executive Committee of the Society.
- The structural arrangement for implementing the NRLM, NRLP and BTDP would be through its three tier structural unit i.e. State Project Management Unit, District Project Coordination Unit (DPCU) and Block Project Implementation Unit (BPIU).
- The State Project Management Unit (SPMU) is headed by the Mission Director cum Chief Executive Officer. This unit proactively works for designing policy, planning interventions and operational strategies for the program under the guidance of its Executive Committee. The State Unit is manned by well qualified and experienced professionals specialized in various themes. The District Project Coordination Unit (DPCU) is operational at District level and coordinating with various stakeholders there. This unit is also responsible to support Block Project Implementation Unit for rolling out of mission activities. The District Unit is headed by District Project Manager and supported by thematic professionals in line with State Team. The Block Project Implementation Unit (BPIU) is key implementation unit for the mission having direct interface with community. The Block Project Manager is the functional head of this unit. BPIU is also having a team of Area Coordinators, Livelihoods Specialist and Community Coordinators along with certain number of support staff. The BPIU is considered the backbone of the mission whose quality and effectiveness determines the effectiveness of the mission. Primarily this unit will work as a mirror functional unit to the Community Organization being promoted under mission. Hence, one of major functions of BPIU will be to facilitate the formation and functioning of Block Level Federation. The block unit will facilitate a graduation process of community representatives who over the years take over completely the functions of the BPIU duly supported by Community Cadres.

Task ahead and need for Hiring a Human Resource agency

As BRLPS is scaling up its interventions and is implementing Bihar Transformative Development Project (BTDP) in 300 blocks of Bihar, Besides, it is also implementing Deen Dayal Upadhyay Gramin Kaushal Yojana (DDU-GKY), Lohia Swachh Bihar Abhiyan (LSBA) and other programmes in Bihar. Therefore, it

has become necessary to hire a suitable HR Agency for conducting the recruitment of requisite staff for BRLPS.

HR agency is expected to help BRLPS in:

- Designing appropriate recruitment and selection process.
- Conducting Online and Offline Written Test
- Developing and facilitating a comprehensive media plan to reach out large pool of job seekers following all due diligence of staff recruitment.
- Conducting decentralized recruitment of staff particularly field frontline staff.
- Ensuring placement in adequate number of recruited individuals.
- Facilitating BRLPS to develop its capacity for undertaking recruitment of its own.

Objectives of the Assignment

The objectives of the present ToR is put up as follows:

Successfully conducting recruitment of adequate number of Human Resources (as stated under section “scope of work”) on time as agreed upon by BRLPS.

- There exists many important learning out of previously conducted recruitment events in BRLPS. These learning provide important insights for both BRLPS and HR agency to design their strategies. The HR agency is expected to keep these learning into consideration while designing and executing the recruitment tasks. These are: Fair and transparent conduct of entire recruitment process as it strongly determines trust among outsiders and builds image of both the parties. The mutual understanding between BRLPS and HR agency in each steps of recruitment brings strong sense of accountability as well as ownership over entire recruitment process.
- Quality of candidate is a NON-NEGOTIABLE for each of the positions to be recruited. BRLPS strongly recommends selection should not compromise at any state and follow uniform standard degree of selection across the recruitment process.
- Mode of written test for the recruitment process will be online/offline.
- The recruitment of field cadre is a very crucial consideration, especially when conducted through decentralized process. The HR agency should have good understanding about expectations what a candidate has and the conditions (both related to infrastructure and administration) prevails in remote places of the state. The information communication plays great role in conducting recruitment on time. The use of media, particularly the print media, is very important in this regard.
- Excellent understanding of the Reservation Policy of Government of Bihar.

Scope of Work

- BRLPS will engage a HR Agency to undertake the requisite recruitment in the state. This assignment will be for **3 years**, effective from its inception date which may further be extended with mutually agreed period subject to the client’s requirement and satisfactory performance of the agency. Any change in the period of assignment will only be made after mutual review/consent by both the parties.
- The BRLPS has exclusive recruitment policy describing standards and guidelines for recruitment and selection of staff. The HRA will adhere to these standards and guidelines and accordingly design the entire assignment processes. It is expected that HRA will make best efforts to recruit individuals with right aptitude and attitude, result orientation, value system and suitable skills.

- The recruitment will be done largely from open market through advertisement in which written test will be conducted through Online/offline method. If agreed by the Society and scope provided under the policy, the recruitment could also be done through Deputation from Government/Academic Institutions/Public Sector Banks/NGOs etc.
- All governance, monitoring and reporting aspect of this assignment will be controlled by the CEO-BRLPS. The HRA will need approval for its activity plan from the CEO on quarterly basis. BRLPS will be in supervisory role for all recruitment and selection events conducted by the HRA. The Society may also involve its representative at any stage of recruitment and selection process undertaken by the HRA.
- The recruitment agency will have to comply with the reservation policy wherever applied in recruitment process according to the HR policy of BRLPS.
- The HR agency is expected to maintain highest degree of transparency. The selection process should be scientific and transparent so as to substantially eliminate biases and unethical practices. The HRA will ensure selection of only those candidates who fulfill the eligibility criteria prescribed for the respective positions. In case of not finding suitable candidates, the HRA will make all possible efforts till the suitable candidate is identified.
- The HRA will follow a structured system of receiving application, scrutinizing them on set criteria, recording reasons for their rejection and releasing shortlist with necessary information as prescribed by client on website.
- The HRA should have sufficient experience of conducting ONLINE examination and have adequate infrastructure for conducting it transparently.
- The HR agency will be responsible to provide the replacement for any candidate leaving within 1 month from the date of joining. The replacement may be made either from the waitlisted pool or through conducting another round of selection process. In such cases, the process of recruitment and selection will be the same as followed earlier.
- Addition or deletion in number of position may be possible as per the actual requirements during the assignment period. This would be worked out mutually between the HR agency and BRLPS which would not be more than 20% of total positions.
- Village immersion would be an integral part of selection process for the positions of Area Coordinators and Community Coordinator. The recruitment agency will conduct intensive village immersion of candidates for the position of Area Coordinators for 2 days including one night stay.
- BRLPS has been experimenting innovative selection process for primary staff (largely Community Coordinator) which includes field testing of shortlisted candidates ranging from 30-45 days. The HRA is expected to come out with implementation design of it, play supervisory role during the entire selection process, facilitate BRLPS for evaluation of candidates placed in field and prepare the final result. The cost of stipend for internship selection of CC will be borne by BRLPS.
- HRA may identify and encourage suitable candidates working in government departments, undertakings, financial institutions, banks, development organizations and other suitable agencies to apply and participate in selection process (to work on deputation). Students from reputed professional institutions may also be encouraged either to participate in selection process or HRA may participate in campus selection in accordance with BRLPS policy and management decisions.
- The information management in each steps of recruitment (particularly in state specific condition) needs CLEAR, EFFECTIVE and ON TIME release of various advertisements, both in English and Hindi. Considering the number of positions to be recruited, managing advertisement would also be considered

as one of a major work for the HR agency. HR agency in consultation with BRLPS will design and develop advertisement. BRLPS will float the advertisement as and when required on its actual cost.

- The recruitment agency has to follow a structured system of receiving application (through both electronic media and written form), scrutinizing them on set criteria, recording reasons of rejection of applications and announcing shortlist with necessary information on website (of both the recruitment agency and BRLPS). Whenever required, the necessary information about scrutiny of application will be provided to BRLPS.
- The HR agency should have robust system of managing applicants' database covering all stages of recruitment and selection as well as prompt response system in respect of recruitment related authentic information to candidates.
- The HR agency should orient HR staff of BRLPS in the recruitment processes and methodology adopted by the agency to provide support as and when required.

Key Task and Responsibility

During the assignment period, HR agency will closely work with BRLPS and perform key tasks and responsibilities as explained below.

Designing Selection Process and finalizing recruitment action plan

The HR agency will be responsible for designing recruitment and selection process for different levels of staffs and get it approved by BRLPS before actual recruitment starts.

Categorization of Staff:

Sl.	Name of the Posts	Category
1	Chief Operating Officer, Program Coordinator, State Project Manager, Project Manager, State Finance Manager, Assistant Finance Manager, District Project Manager or Similar Positions	A
2	Thematic Manager, Manager IBCB, Finance Manager, Block Project Manager or Similar positions	B
3	Training Officer, Livelihoods Specialist, Accountant, Project Associate, IT Associate, Cashier or Similar position	C
4	Area Coordinator, Office Assistant or Similar position	D
5	Community Coordinator from Internship	E

After each event of recruitment, a joint review will be conducted. Based on it, necessary amendments (if required) will be incorporated in selection process for next round of recruitment. Details of number of staff to be recruited are as under:-

Position	No. of Vacancy
BPIU Total	2128
Accountant (BPIU)	162
Area Coordinator	467
Block Project Manager	22
Community Coordinator	872
Livelihoods Specialist	270
Office Assistant BPIU	335
DPCU Total	118
District Project Manager	2

Position	No. of Vacancy
Finance Manager	3
Manager Communication	7
Manager Community Finance	3
Manager Health And Nutrition	3
Manager Human Resource & Admin	7
Manager Institution Building And Capacity Building	5
Manager Jobs	4
Manager Livelihoods Farm	8
Manager Livestock	15
Manager Micro Finance	5
Manager Monitoring and Evaluation	2
Manager Non Farm	20
Manager Social Development	8
Procurement Manager	5
Training Officer	21
SPMU Total	27
Chief Operating Officer	1
Program Coordinator-Livelihoods & Enterprise Promotion	1
Program Coordinator-Institution & Social Development	1
Program Coordinator - M & E and MIS	1
State Project Manager - Non Farm	1
State Project Manager - Communication	1
State Project Manager - Farm Value Chain	1
Project Manager - HNS Capacity Building & Enterprise Development	1
Project Manager - Social Safeguard	1
Project Manager - Database Management	1
Project Manager - Business Development	1
Project Manager - Documentation & External Relation	1
Project Manager - Micro Insurance	1
Project Manager - Micro Finance	1
Project Manager - Marketing & Innovation	1
Assistant Finance Manager	2
Accountant SPMU	2
Cashier	1
IT Associate	1
Office Assistant SPMU	2
Project Associate	4
Grand Total	2273

Eligibility criteria in terms of qualifications and experiences for each position are attached as Annexure-I.

In case, candidates do not turn up for joining after selection, it will not be considered as completed task on behalf of the HR agency. The payment schedule of the assignment would necessarily be linked with the output of final joining of staff on time.

Competency Requirement of HR agency

- The HR agency will put in place a full time high caliber team consisting of a dedicated Team Leader; key senior HR and recruitment experts; interview specialist and sufficient number of administrative assistants. It is desirable that key members, including the specialists proposed for the assignment are full time staff of the Agency. The core team of key professionals must include a Team Leader, a Co Team Leader, and three Expert members having minimum PG degree qualifications with relevant experience as stated below. The Team should be supported by 2 technical staff with IT competence to manage recruitment related database/information & documentation and 2 staff to manage general administrative work at different stages of recruitment. This team is expected to carry out the assignment with high degree of accountability and manage all necessary documentation for any obligations arising in future. It is further envisaged that the team, placed by HR agency, will have the profile of the best in the business. The expected individual profile of key professionals and team members to be engaged for the assigned is as follows:
- The Team leader should have a minimum of 15 years experience in planning, designing strategy & framework along with developing, directing and managing similar assignment/large scale recruitment in development sector with a Post Graduate Degree in Management.
- The Co-Team leader should have a minimum of 10 years experience in coordinating, execution and managing similar assignment/large scale recruitment with a Post Graduate Degree in Management.
- The expert team member-1 and member-2 should have a minimum of 7 years of experience in recruitment and selection methodology with a post graduate in psychology/ Management.
- The expert team member-3 should have a minimum of 7 years of experience in the recruitment in development sector (having expertise to capture pro poor attitude/behavior of candidates) with a post graduate degree in Management/MSW/Rural Management.

The key tasks, deliverables and time frame of the assignment

The key tasks, output and time line will be as follows:

- Inception report will be submitted with detailed work plan for entire recruitment, approach to the assignment and proposed selection methodology for the given positions. The work plan will include the final out put chart with exact timeline. After approval of BRLPS, this work plan will be treated for all review and payment against the tasks.
- The selection methodology and its execution along with work plan for entire recruitment will be prepared, discussed and finalized in consultation with State Project Manager- HRD of BRLPS and approval of CEO, BRLPS only.
- An exclusive office is set up by the HRA at state headquarters and manned with committed Human Resources. System (both manual and web based) is in place with approval of BRLPS for inviting application management and final result submission. The HR agency will prepare and submit status report on progress/completion of processes, tasks etc. against work plan quarterly/half yearly/annually to

BRLPS for review and incorporating necessary changes in the light of learning for improving the recruitment.

Advertisement release and database management

- The HR agency will design the advertisement for vacancies in consultation of Human Resource Department of BRLPS and approval of CEO, BRLPS and will notify the same in leading daily newspaper (in Hindi, and English). The advertisement will further be notified on reputed web-portal visited by job seekers in development sector. The vacancy will also be notified through other media sources and among relevant alumni networks. The cost of notification of advertisement will be borne by BRLPS.

Outputs

- Advertisement is designed for each round of recruitment and notified in newspapers, web-portals and also among relevant alumni networks. The bills of advertisement raised and payment reimbursed.
- Database is developed of all applications received in response to advertisement released.
- Records maintained of scrutinized applications against the eligibility criteria and short list created of all candidates qualified to attend selection process. The same is also published on website.
- Position wise database to be created for all applications not being shortlisted along with reasons for rejection.

Conducting Recruitment submitting final merit list of selected and waitlist candidates

- Based on agreed action plan, the recruitment will be conducted. The HR Agency will submit the final merit list of the recommended candidates along with waitlist candidate after minimum cut off marks for each category and number of positions. The waitlist could be more than one if suitable candidates are available. The HR Agency will submit the final result of recommended candidates in the agreed set of formats and updated CVs of recommended candidates. The result must be submitted after verification of reference of both selected and waitlist candidates. Position wise merit list to be submitted with detailed grades/score obtained by each of the candidates participated in the selection process. Position wise final recommended list to be submitted along with waitlist after cut off marks for each category and number of positions. CVs of all recommended and waitlist candidates should be submitted in both electronic form and hard copy. The credential verification of all recommended and waitlist candidates completed and report of the same to be submitted.

Maintaining Recruitment Records

- HRA would be accountable for checking the veracity and authenticity of information furnished by selected candidates. The liabilities under the contract will extend beyond the contract period in respect of the authenticity of various information furnished by the HR Agency about the selected candidates. Hence the HR Agency would be liable to compensate any liability arising out of the performance of this contract either during or up to 2 year from the expiry of the contract.

Output

- The required information regarding any steps of recruitment process is shared on demand.
- All record related to recruitment and selection under this assignment is maintained and accessed by BRLPS whenever required.

Duration of the Assignment

- The total duration of the assignment is envisaged for 3 years. After initial recruitment, recruitment process will be conducted by the agency as and when required by the project for the next 3 years. There will be monthly review by BRLPS to assess progress and quality of recruitment. Based on continued satisfactory performance and requirement of the mission, the contract could be extended further on mutually agreed terms and condition.

Review and Monitoring of the Assignment

- The HR agency will prepare a detailed time-bound implementation work plan for implementation of the aforementioned task. Overall, progress on implementation of the agreed work plan will be the basis on which the performance of the HRA be judged. In addition, the HRA will prepare monthly activity plans and share with BRLPS. In case, BRLPS has any objections related to assignment deliverables, it will inform the HRA in writing. The HRA will comply with the recommendation made by BRLPS and accordingly complete the assignment at no additional cost.

Services and Facilities to be provided by the BRLPS

The following support will be extended by the BRLPS to achieve outcomes of the assignment:

- The BRLPS will provide all the guidelines, provisions, and norms related to conducting recruitments viz. number of vacancies, document on Reservation Policy of Government of Bihar, HR Manual of BRLPS, other programme manuals and other necessary information required for completion of this assignment.
- The CEO, BRLPS may constitute a steering committee comprising of 3-4 members to monitor and review the progress and performance of this assignment.
- The CEO, BRLPS may nominate its representative in any of the selection process.
- SPM-HRD will be the Nodal Person for this assignment from BRLPS.
- BRLPS will provide support in publication of all recruitment related advertisements at its own cost.

Eligibility criteria in terms of qualifications and experiences for each position at SPMU:

“Annexure I”

Sl	Position	Experience and qualification required	Expected Output/Responsibilities/Job Profile
Positions at BPIU Level			
1	Accountant (BPIU)	<ul style="list-style-type: none"> ▪ Graduate degree in commerce from recognized institutes/university with minimum 1 year of post-qualification relevant experience. ▪ S/he should have worked in book-keeping and accounts related jobs with reputed institutions Government programme/ project or NGOs. Knowledge of working on computer and operating Tally or any other double entry accounting software will be essential. ▪ S/he will be stationed at Block level and responsible for looking after all accounts related work, preparing periodic financial reports and operationalise prudent financial norms within office. 	<ul style="list-style-type: none"> ▪ S/he will be responsible for maintaining books of account at DPCU/BPIU level and regularly updating them. S/he will also be responsible for providing all secretarial assistance to block staff and maintain all official records. ▪ S/he will also be responsible for channeling upward and backward official communication.
2	Area Coordinator	<ul style="list-style-type: none"> ▪ Graduate in Social science or agriculture or commerce having experience of 2 years preferably in social development activities/SHG. Or fresh post graduate in rural development, social work and agriculture. 	<ul style="list-style-type: none"> ▪ S/he will be responsible for executing specialist function at block level and generic coordination of field based activities at cluster level. As a specialist ▪ S/he will be the nodal person for specific assignments which include Micro Planning, Bank Linkages, Community Institution Building, livelihood promotion and social development.
3	Block Project Manager	<ul style="list-style-type: none"> ▪ PG degree/diploma in management/social work/ rural development/rural management/ agriculture and allied from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience. ▪ S/he should have worked/managed a development programme in SHG/ Livelihoods promotion programme, 	<ul style="list-style-type: none"> ▪ S/he will be responsible for leading the Block level team of the project, managing almost 15- 20 staff working directly at BPIU. ▪ S/he will be responsible for planning and executing all project activities/interventions at block level. ▪ S/he will be responsible for liaisoning with Govt. line departments, banking institutions, civil society organizations and other external agency for project purposes. ▪ S/he will be responsible for nurturing block level federations and organizations. S/he will be the overall

Sl	Position	Experience and qualification required	Expected Output/Responsibilities/Job Profile
		<p>leading a team of field workers. Experience in SHG Bank linkage and liaison with government officials is essential.</p>	<p>in-charge of finance and administrative functions of the block unit.</p> <ul style="list-style-type: none"> S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
4	Community Coordinator	<ul style="list-style-type: none"> Fresh graduate (male) and Intermediate (female). Prior experience of working with SHG programme will be preferred. 	<ul style="list-style-type: none"> Community Coordinator will be based at village level and operate in 6-7 villages of a particular cluster in a block. S/he will be responsible for targeting in the project, formation and nurturing of SHGs, basic training to them, managing operations of community support cadres, facilitating micro plan and bank linkages in SHGs, supervising CIF utilisation and conflict resolutions at community level.
5	Livelihood Specialist	<ul style="list-style-type: none"> Graduate in agriculture/animal husbandry/dairy technology/fishery/horticulture from recognized institutes/university. (Fresher can apply). Work experience in above mentioned stream will be an added advantage. 	<ul style="list-style-type: none"> The roll out of all livelihoods interventions (agriculture, animal husbandry, beekeeping, fishery, etc.) in the VO/SHGs in coordination with CC and specialized community cadre developed for each of the intervention. Training and developing a specialized community cadre for scaling up in the various livelihood interventions. S/he will be Responsible for producing Village Livelihood Plans (which detailed out current livelihoods of SHG HHs and potential opportunities)
6	Office Assistant BPIU	<ul style="list-style-type: none"> Graduate degree in any discipline from recognized institutes/university with minimum 1 year of post-qualification relevant experience. S/he 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 institution / government programme/ development 	<ul style="list-style-type: none"> S/he will be responsible for extending all secretarial assistance to BPM and others officers at BPIU. S/he will be responsible for looking after all communication, office record book keeping/dispatch compiling of project information. S/he will be responsible for maintaining records related with programmatic, personnel and administrative affairs. S/he will be responsible for acting as nodal

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		<p>project or NGO. S/he should also possess good writing and typing skill in both Hindi and English.</p> <ul style="list-style-type: none"> S/he will be stationed at Block Level. 	<p>person for channelling communication to/from BPIU/DPCU/SPMU.</p>
Positions at DPCU Level			
7	District Project Manager	<ul style="list-style-type: none"> PG degree/diploma in management / social work/rural development / rural management/ agriculture and allied from premier institutes with minimum 5 years of post-qualification relevant experience. Or PG degree/diploma in management/ social work/ rural development/rural management/ agriculture and allied from any other institutes with minimum 7 years of post-qualification relevant experience. 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 are eligible to apply for the position. S/he should have experience of successfully leading large and multidisciplinary team as well as executing livelihoods program, liaising with district administration, having demonstrated leadership skills in rolling out organizational policies and interventions across District. 	<ul style="list-style-type: none"> S/he will be the overall project in-charge and team leader at district level. S/he will be responsible for planning, execution and monitoring of all project activities at district level. S/he will be supervising the functioning of block units in the district and guide them to function uniformly and deliver quality results. S/he will be responsible to manage partnership, ensure rolling out of organizational system (HR, MIS, Admin, Fin etc.) all across the district and ensuring reporting. S/he will be responsible for ensuring fund flow and its effective utilisation by project units operational in the district. S/he will act as nodal person at district level for learning and knowledge management in the project. S/he will also be responsible for managing of CIF for larger livelihoods and social development activities. As team leader at district level, s/he will be ensuring improvement of service delivery and quality control in project activities across the district. S/he will also responsible for nurturing the block level federations in the district. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
8	Finance Manager	<ul style="list-style-type: none"> For Government Officials (on deputation basis)-Government Officials from Bihar Finance Services with minimum 1 year of relevant experience. 	<ul style="list-style-type: none"> S/he would be responsible for the smooth functioning of all financial and administrative systems in Block units and the District Unit.

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		<p>Or For candidates from other than Government-CA/ CA (inter)/ICWAI/ ICWAI (inter)/MBA (finance) /PG degree in commerce from any other institutes/ university with minimum 3 years of post-qualification relevant experience.</p> <ul style="list-style-type: none"> S/he should have worked on financial management, budgeting, developing financial system in Government/semi government agency, banking institutions, reputed financial firms or non-government organizations. 	<ul style="list-style-type: none"> S/he 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. S/he would also guide and train Block and district level accountants in proper book keeping & accounting. S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
9	Manager Communication	<ul style="list-style-type: none"> BJMC/MJMC/PG Diploma in Mass Communication from recognized institutes/ university. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes /university with minimum 4 years of post-qualification relevant experience. S/he should have worked in designing, developing and rolling out of developmental communication strategies, documenting case studies and have experience of establishing liaison with communication partners. 	<ul style="list-style-type: none"> S/he will be responsible for developing and disseminating district specific communication materials. S/he will be responsible for supporting in Capacity building exercise and BCC activities. Working out for publicity and branding at the district level. Ensuring communication and program related information flow to all BPIU units from DPCU and other stake holders. Media relation activities with success story compilation. Dissemination of Project information to all concerned. Implementing communication strategy and hand holding support in publication at various levels with various tools - Print, Audio/Video Web etc. Developing case studies on Project/program and learning notes of best practices. S/he will also have to undertake extensive field visit to ensure quality project/program interventions
10	Manager Community Finance	<ul style="list-style-type: none"> PG degree/diploma in business management/ finance management/banking from premier institutes. (Fresher can apply). Or Post graduate in Commerce/CA/ICWA (Inter) from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in Commerce 	<ul style="list-style-type: none"> S/he will be responsible for executing as well as managing partnership activities of the project at district level. S/he will be also an expert of specific livelihoods microfinance or social development interventions. S/he will assist DPM in planning all Bank linkage, livelihoods and

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		<p>from recognized institutes/university with minimum 4 years of post-qualification relevant experience.</p> <ul style="list-style-type: none"> ▪ S/he should have experience of SHGs /federations. S/he should also have effective training skill and have experience of designing and implementing capacity building to community institutions. ▪ S/he should also possess skill of establishing robust mechanism for maintaining accounting system of rural community institutions. 	<p>microfinance initiatives/programme /activities in the district.</p> <ul style="list-style-type: none"> ▪ S/he will be also working as resource support available to BPIU units for executing bank linkage based activities for community Institutions. ▪ S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
11	Manager Health And Nutrition	<ul style="list-style-type: none"> ▪ PG degree/diploma in management/social work /rural development/rural management/health management/public health from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate degree in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience. ▪ S/he should have experience of working on social development issue, social security entitlements and benefits for poor, which will be specific to the requirement of the district, development intervention desirable in SHG programme. 	<ul style="list-style-type: none"> ▪ S/he will be responsible for developing annual action plan with strategy of operation of the district and successfully implementing interventions accordingly. Reduction in IMR & MMR and improvement of other health, nutrition and sanitation indicators of State/ District of Project area. ▪ S/he will be responsible for managing partnership & liaisoning with the Govt. Departments for convergence of various programs and making it accessible for the poor community. ▪ S/he will be responsible for managing community based nutrition care centres and capacity building of cadres for making community structure functional & operational. ▪ S/he will be responsible for facilitating community institutions and strengthening the system required for effective rollout of health, nutrition and sanitation interventions at BPIU level. ▪ S/he will be responsible for staff capacity building for those involved in health & nutrition sector activities at district and block level.
12	Manager Human Resource & Admin	<ul style="list-style-type: none"> ▪ PG degree/diploma in management/social work/rural development/rural management/ HR management from premier institutes. 	<ul style="list-style-type: none"> ▪ S/he will be responsible for executing the HR and administrative policies at district/Block level. ▪ S/he will be responsible for managing

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		(Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience. S/he should have experience in HR/personnel and administration.	<p>and executing HR activities viz. probation confirmation and leave records and manpower reporting.</p> <ul style="list-style-type: none"> ▪ S/he will be responsible for assisting and supporting District Project Manager in assessing the CB needs of Block staff. ▪ S/he will also have to undertake extensive field visit to ensure the quality HR interventions.
13	Manager Institution Building And Capacity Building	<ul style="list-style-type: none"> ▪ For Govt. Officials (on deputation basis) Government Officials from line departments/banking institutions with minimum 3 years of relevant experience. Or For candidates from other than Government-PG degree/diploma in management/social work/rural development /rural management/ agriculture and allied from premier institutes with minimum 3 years of post-qualification relevant experience. Or PG degree/diploma in management/social work/rural development /rural management/ agriculture and allied from any other institutes with minimum 5 years of post-qualification relevant experience. Work experience should include successfully managing training and capacity building events in livelihoods/MF/SHGs programmes. S/he should have sound understanding of participatory training methodology and skills of trainer. 	<ul style="list-style-type: none"> ▪ S/he would be responsible for planning and managing all training for Block staff and community resource persons. ▪ S/he would design the annual training programme of the district and guide the district training cell to ensure its timely and effective execution. S/he will monitor and review all training and capacity building programmes organized by the district training cell. ▪ S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
14	Manager Jobs	<ul style="list-style-type: none"> ▪ PG degree/diploma in management/social work/rural development/rural management from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience. ▪ S/he should have worked in large 	<ul style="list-style-type: none"> ▪ S/he will be responsible for identifying demand and accordingly manage creation of targeted jobs per year in the district. ▪ S/he will be responsible for managing partnership and convergence with similar agencies at district level and ensure delivery of output as per schedule. Successfully develop cadre of 80-100 JRPs in the district and make them functional over a period of 2-3 years. Creating a data bank of target beneficiaries of

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		<p>corporate set up/livelihoods programme run by government or Non-Government agencies.</p> <ul style="list-style-type: none"> S/he should have working exposure of HR functions, structured hospitality services and sustainable income generation programmes. The knowledge and work experience of market functions and vocational skill development programme would be desirable. 	<p>job sector and rolling out/updating of Jobs MIS at District level. Conducting Job fairs and facilitating and supporting the District Project Manager in quality job intervention at District level.</p> <ul style="list-style-type: none"> S/he will be also working as resource support available to BPIU units for executing job sector activities. S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
15	Manager Livelihoods Farm	<ul style="list-style-type: none"> PG degree/diploma in rural management/agri-business management/ agriculture and allied from recognized institutes/ university with minimum 2 years of post-qualification relevant experience. Or Graduate degree in Agriculture and allied from recognized institutes/university with minimum 4 years of post-qualification relevant experience. 	<ul style="list-style-type: none"> S/he will be responsible for executing as well as managing partnership activities of the project at district level. S/he will be also responsible for backward and forward linkages to the community institutions, producer groups/ companies and their federations related to farm based livelihoods. S/he will support and facilitate DPM in planning all farm based livelihoods activities in the district. S/he will be also working as resource support available to BPIU units for executing partnership based activities or any other livelihoods development programme. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
16	Manager Livestock	<ul style="list-style-type: none"> PG degree/diploma in rural management/agri-business management from recognized institutes/ university with minimum 1 year of post-qualification relevant experience. Or Post graduate in veterinary science/ animal husbandry/dairy technology/ fishery from recognized institutes/ university with minimum 2 years of post-qualification relevant experience. Or Graduate degree in veterinary science/animal husbandry/ dairy technology/fishery from recognized 	<ul style="list-style-type: none"> S/he will be responsible for executing as well as managing partnership activities of the project at district level. S/he will be also responsible for backward and forward linkages to the community institutions and federations related to Dairy and livestock promotion. S/he will support and facilitate to DPM in planning all dairy based livelihoods activities in the district. S/he will be also working as resource

Sl	Position	Experience and qualification required	Expected Output/Responsibilities/Job Profile
		<p>institutes/university with minimum 4 years of post-qualification relevant experience.</p> <ul style="list-style-type: none"> The relevant work experience includes managing off farm/non-farm based livelihoods activities/Micro-enterprise. 	<p>support available to BPIU units for executing partnership based activities or any other dairy and livestock based livelihoods activities.</p> <ul style="list-style-type: none"> S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
17	Manager Micro Finance	<ul style="list-style-type: none"> PG degree/diploma in management/ social work/rural development/ rural management/ banking/ agriculture and allied from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/ university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/university with minimum 4 years of post-qualification relevant experience. S/he should have experience in managing financial products and interventions in community based organization, which will be specific to the requirement of the district development intervention in SHG programme. 	<ul style="list-style-type: none"> S/he will be responsible for executing as well as managing partnership activities of the project at district level for microfinance and Micro insurance interventions. S/he will assist DPM in planning and developing strategies for micro-finance and insurance related development activities for all Blocks of the district. S/he will be responsible for managing partnership and convergence with the financial institutions/agencies/Banks/ MFIs at district level and ensure delivery of output as per schedule. S/he will be also working as resource support available to BPIU units for executing partnership based activities or any other livelihoods/social development programme. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
18	Manager Monitoring and Evaluation	<ul style="list-style-type: none"> PG degree/diploma in management/ social work/rural development/rural management from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/ university with minimum 4 years of post-qualification relevant experience. S/he should have relevant experience in documentation, reporting, data analysis and monitoring activities in developmental programme/project. Working knowledge of data 	<ul style="list-style-type: none"> S/he will be responsible for MIS management activities, facilitating reviews at various project level and documentation work. S/he will be responsible for streamlining information flow through periodic compilation of progress, periodic analysis of data based on project health indicators and circulation of the same both downward and upward to all concerned. S/he will be responsible for documenting identified best practices of the project along with anchoring studies, process monitoring and

Sl	Position	Experience and qualification required	Expected Output/Responsibilities/Job Profile
		management software will be desirable.	<p>periodic evaluation at district level.</p> <ul style="list-style-type: none"> S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
19	Manager Non Farm & ME	<ul style="list-style-type: none"> PG degree/diploma in rural management/agri-business management/rural development/ agriculture and allied from recognized institutes/ university with minimum 2 years of post-qualification relevant experience. Or Graduate degree in Agriculture and allied from recognized institutes/ university with minimum 4 years of post-qualification relevant experience. The relevant work experience includes managing off farm/non-farm based livelihoods activities/Micro-enterprise. 	<ul style="list-style-type: none"> S/he will be responsible for managing partnership and coordinating with service provider agencies working for Non-farm and Micro Enterprise. S/he will be responsible for backward and forward linkage for community producer groups, institutions/ federation. S/he will be also working as resource support available to BPIU units for executing Nonfarm & micro enterprise programme/ activities. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
20	Manager Social Development	<ul style="list-style-type: none"> PG degree/diploma in management/ social work/rural development/rural management from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 2 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/ university with minimum 4 years of post-qualification relevant experience. S/he should have experience of working on social development issue, social security entitlements and benefits for poor, which will be specific to the requirement of the district development intervention desirable in SHG programme. 	<ul style="list-style-type: none"> S/he will be responsible for executing as well as managing partnership activities of the project at district level. S/he will be also an expert of social development interventions. S/he will assist DPM in planning social development activities in the district. S/he will be also working as resource support available to BPIU units for executing partnership based activities social development programme. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
21	Procurement Manager	<ul style="list-style-type: none"> PG degree/diploma in social work, rural development, management, agriculture and allied from premier institutes. (Fresher can apply). PG degree in commerce/economics/ ICWA /CA (inter) with at least 2 years post-qualification relevant experience. S/he should have experience in handling and supporting procurement in any 	<ul style="list-style-type: none"> S/he would be responsible for executing and coordinating all procurement at District and Block level as per guideline of the Society. Assisting DPM in ensuring proper procurement at community institutions/ federations/ companies. Conducting training for capacity building of community institutions

Sl	Position	Experience and qualification required	Expected Output/Responsibilities/Job Profile
		organisation/ agency/Govt. etc.	and their federations Maintaining proper bookkeeping and record keeping of procurement. <ul style="list-style-type: none"> ▪ S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
22	Training Officer	<ul style="list-style-type: none"> ▪ PG degree/diploma in management/ social work/rural development/rural management/ agriculture and allied from premier institutes. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 1 year of post-qualification relevant experience. Or Graduate degree in any discipline from recognized institutes/university with minimum 3 years of post-qualification relevant experience. ▪ S/he should have experience in conducting training programmes using participatory training techniques to project staff as well as to the communities preferably in SHG promotion/livelihoods. 	<ul style="list-style-type: none"> ▪ S/he would be responsible for executing all training programmes and capacity building events organized by district training cell. ▪ S/he will act as trainer to demonstrate effective training techniques to the resource pool and closely monitor the trainings to ensure quality. ▪ S/he would also ensure all logistics and material support for smooth implementation of the district training plan. ▪ S/he would also be responsible for mentoring internal resource pool to deliver quality training. ▪ S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
Positions at SPMU Level			
23	Chief Operating Officer	<ul style="list-style-type: none"> ▪ Candidates should have Post Graduate Degree/Diploma in Management/Rural Development /MSW from recognized university/institutes. ▪ S/he should have overall 15 years' of post qualification experience of working in Government Agency/Society/ NGO/Public Sector Undertaking/Bank at responsible supervisory /managerial level positions out of which at least 7 yrs. of post qualification experience of working with large scale development programmes /Government organization at state/regional level. ▪ S/he must have proven track record of leading large team of professionals & managing key management work. ▪ S/he should have proven experience of working with Government System and thorough knowledge of its functioning. 	<p>S/he will be responsible -</p> <ul style="list-style-type: none"> • To lead the overall programme & multidisciplinary team of professionals. • To ensure that all programmatic function is being successfully implemented as per desired schedule and standards. • To represent BRLPS for strategic partnership, liaison, interface, review and knowledge/information sharing with different stakeholders. • To take lead in planning, budgeting and developing implementation strategies of all programme related activities • To review and monitoring of activities on key parameters. • To undertake any task assigned by the CEO-cum- Mission Director. • Timely and effective implementation

Sl	Position	Experience and qualification required	Expected Output/Responsibilities/Job Profile
			<p>of programmes.</p> <ul style="list-style-type: none"> Developing effective implementation strategies of programme, suiting to its objective and achieving the annual and other periodic targets.
24	Program Coordinator- Livelihoods & Enterprise Promotion	<ul style="list-style-type: none"> Post Graduate in Management/Rural Management from recognized institutes/university with minimum 12 years' experience in state level development projects in the areas of livelihoods in Farm, Off Farm, Non-Farm, Jobs and convergence with Govt. programmes of which 4 years as relevant thematic heads. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must. 	<ul style="list-style-type: none"> S/he will be responsible for: Planning, Coordinating and developing project interventions strategy, Guiding and supporting thematic heads in rolling out various program interventions. S/he will be responsible for designing and formulation of program Policies, processes and operational manual for effective functioning of program interventions
25	Program Coordinator – Institution & Social Development	<ul style="list-style-type: none"> Post Graduate in Management/Rural Management from recognized institutes/university with minimum 12 years' experience in state level development projects in the areas Institution building, capacity building, social development, entitlement, health, nutrition and convergence with govt. programmes of which 4 years as relevant thematic heads. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must. 	<ul style="list-style-type: none"> S/he will be responsible for: Planning, Coordinating and developing project interventions strategy, Guiding and supporting thematic heads in rolling out various program interventions. S/he will be responsible for designing and formulation of program Policies, processes and operational manual for effective functioning of program interventions.
26	Program Coordinator M&E and MIS	<ul style="list-style-type: none"> Post Graduate in Management/Rural Management from recognized institutes/university with minimum 12 years' experience in state level development projects in the areas of Project Planning, M&E of which 4 years as relevant Vertical head and at least 3 years in leading MIS of an institution. S/he should have good communication skill (both oral and writing) in English and Hindi. Proficiency in working with MS office is a must. 	<ul style="list-style-type: none"> S/he will be responsible for: Planning, Coordinating and developing project interventions strategy, Guiding and supporting thematic heads in rolling out various program interventions. S/he will be responsible for designing formulation of program strategies, processes and documentation for effective functioning of program interventions. S/he will be responsible for leading the evaluation of the Project and bring learning's to the Project.

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27	State Project Manager Non-Farm	<ul style="list-style-type: none"> ▪ MBA (marketing, finance, HR)/PG diploma or degree in Rural Management/MSW preferably from reputed institute with minimum 7 years experience (of which 3 years should be of senior manage level) in large set up of development program/project specifically for promotion of non-farm based enterprise/business to improve livelihoods of poor. ▪ S/he should have experience of promoting producers' companies, facilitating their operations and establishing market linkages for better price of produce. ▪ S/he should also possess skill of establishing business network and liaison with business enterprises, government and service provider agencies. Strong communication skill and knowledge of working with MS office environment is essential. 	<ul style="list-style-type: none"> ▪ As part of SPMU, you will be responsible for developing annual business plan of Non Farm sector in the project and successfully implementing interventions accordingly. ▪ You will also be responsible for Identification of possible non farm sector, conducting value chain analysis, mapping "point of intervention" and designing strategies for it. ▪ Your responsibility will also include organizing producers' group and facilitate their business plan, capacity building for project staff, managing partnership agreed for facilitating non-farm activities, ensuring quality check of the produce being developed by the producers' companies and establishing "Business to Business" and "Business to Consumers" market network for the it.
28	State Project Manager - Communication	<ul style="list-style-type: none"> ▪ PG degree in Mass Communication from recognized institute / university with minimum 7 years of post-qualification relevant working experience in large scale development project. Or Post graduate degree/diploma in any discipline from a recognised institute/university with minimum 9 years of post-qualification relevant experience. ▪ S/he should have experience in developing strategies to build a common vision of Project across the staff and provide inputs towards streamlining communications requirement of the project. ▪ S/he should have experience in advertising/media industry on social communications or in similar capacity for development Projects. 	<p>As part of the Communication team at state level,</p> <ul style="list-style-type: none"> ▪ 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. ▪ S/he will be responsible for developing and disseminating State & District specific IEC materials. ▪ S/he will be responsible for supporting in Capacity building exercise and BCC activities. ▪ Media relation activities with success story compilation. Dissemination of Project information to all concerned. ▪ Implementing communication strategy and hand holding support in

Sl	Position	Experience and qualification required	Expected Output/Responsibilities/Job Profile
			<p>publication at various levels with various tools - Print, Audio/Video Web etc.</p> <ul style="list-style-type: none"> ▪ Developing case studies on Project/program and learning notes of best practices. ▪ S/he will also have to undertake extensive field visit to ensure quality project/program interventions.
29	State Project Manager – Farm Value Chain	<ul style="list-style-type: none"> ▪ Post-graduation in Agriculture, Agri-business management, MBA, Rural management or equivalent degree with minimum 7 years of post-qualification relevant experience, out of which 3 years relevant experience should be of senior management level. 	<ul style="list-style-type: none"> ▪ Priorities value chains in the project areas having the potential to develop as commodity specific clusters ▪ Managing and expanding business as per the project plan in the existing and new geographies ▪ Business development and capitalizing on existing businesses ▪ Team, resource, client and stakeholder management. ▪ Establishing “Business to Business” and “Business to Consumers” market network for the produce. ▪ Policy development and result framework management. ▪ Any other responsibility as per the business need
30	Project Manager HNS Capacity Building & Enterprise Development	<ul style="list-style-type: none"> ▪ PG degree/diploma in management/ social work/rural development/ rural management/ health management/public health from recognized institute/ university with minimum 4 years of post-qualification relevant experience. ▪ S/he should have worked in a development Program/Project and have been instrumental in designing policy framework, developing action/business plan and strategies for executing/rolling out health and nutrition related intervention. ▪ S/he must have knack in Capacity building and effective training methodologies and enterprise development. 	<ul style="list-style-type: none"> ▪ S/he will be responsible for Developing capacity building plan framework and strategies for executing health, nutrition and sanitation related interventions at state and district Level. ▪ S/he will also support and facilitate SPMU team for further improvement of the capacity building interventions/quality of services etc. ▪ S/he will be responsible for Extending support to DPCU team to build capacity of BPIU team for organizing capacity building programmes on health, nutrition and sanitation. ▪ S/he will also have to undertake extensive field visit to ensure quality training programmes. ▪ S/he has ability to manage and

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			<p>running HNS enterprises across state.</p> <ul style="list-style-type: none"> ▪ S/he will have to establish Rural Sanitary marts and supply chain of sanitary items. ▪ S/he will have to dialogue with entrepreneurs on technology transfer, rates, dialogue with banks for financial arrangement. You will have to travel extensively in field
31	Project Manager Social Safeguard	<ul style="list-style-type: none"> ▪ Master Degree in Management with 4 years of experience in working with. Especially therein Rights and Advocacy of SC & ST. ▪ Preference will be given to the person familiar with gender equality and women and child rights 	<p>It will be a State Position in which the h/she will be responsible for :</p> <ul style="list-style-type: none"> ▪ Identification and inclusion of deprived sections in the community institutions ▪ Develop action plan and Anchor the Plan state wide especially Tribal Development Plan. ▪ Ensuring participation of these households in various interventions being implemented by the Project. ▪ Developing Gender Action Plan and ensure its implementation. ▪ Liaisoning with Govt. Departments for better convergence of these groups. ▪ Aware and Sensitize the Members on Social issues- Domestic Violence, Child Labour and Early Marriage etc. ▪ Documentation of best practices and Capacity Building Modules.
32	Project Manager Database Management	<ul style="list-style-type: none"> ▪ B. Tech (CS/IT)/MCA or equivalent with minimum 04 yrs of post qualification experience. ▪ Experience in relevant field like Networking, Remote accessing tools, Database management, server maintenance, etc. ▪ • Certification like CCNA/CCNP etc. will be preferred. 	<ul style="list-style-type: none"> ▪ Maintenance and monitoring of all IT peripherals in the SPMU and as well as all the districts in coordination with district resource person. ▪ Proper maintenance and functioning of data center at districts. ▪ Ensure effective upgradation of devices time to time to match the need of the organization for smooth connectivity. ▪ Rolling out of proper connectivity at DPCUs and BPIUs. ▪ Provisioning of data centre/Help desk for MIS at SPMU. ▪ Providing support to DPCUs or BPIUs with remote access, VPN

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			<p>connectivity etc.</p> <ul style="list-style-type: none"> ▪ Ensuring the max uptime for the servers at SPMU. ▪ Coordinating with associated vendors for resolution of any technical issue. ▪ Any other task assigned time to time.
33	Project Manager Business Development	<ul style="list-style-type: none"> ▪ PG diploma or degree (MBA marketing & Finance) with minimum 5 years' experience of which 3 years should be of manager level in large set up of development program/ project specifically for promotion of nonfarm based producers to improve livelihoods of poor. ▪ S/he should have experience of organizing National level events like Saras Mela and coordination with producers in establishing market linkages for better price of produce. S/he should also possess skill of establishing business network and liaison with business enterprises, government and service provider agencies. Strong communication skill and knowledge of working with MS office environment is essential. 	<ul style="list-style-type: none"> ▪ S/he will be responsible for developing annual action plan of facilitating market linkage for rural producers and successfully implementing plans accordingly. ▪ S/he will also be responsible for identification of entrepreneurs, doing their existing business analysis, mapping "facilitation points" and designing strategies for scaling its operations. ▪ S/he is responsible for development of networks and clusters- establish community events and programmes to create better collaboration and relations between industry, academia and relevant stakeholders, to provide suitable platforms to sell products made by rural artisans and to co-ordinate with other departments regarding event programs. Her/his responsibility will also include capacity building for concerned project staff, managing partnership agreed for facilitating promotional activities and establishing "Business to Business" and "Business to Consumers" market network for the it.
34	Project Manager Documentation & External Relation	<ul style="list-style-type: none"> ▪ PG degree/diploma in Mass Communication / Management / Social Work /Rural Management /Rural Development from recognized institute/university with minimum 4 years of post-qualification relevant experience in communication i.e. designing and demonstrating communication strategies and framework involving different media to portray a positive image and build a 	<ul style="list-style-type: none"> ▪ S/he will be responsible for Documentation and handling and maintaining external relation with different stakeholder, supporting and rolling out organizational communication strategy across the project. ▪ S/he will be responsible for Developing communication material for external stakeholders, capturing learning of the program and

Sl	Position	Experience and qualification required	Expected Output/Responsibilities/Job Profile
		<p>common vision for rural development.</p> <ul style="list-style-type: none"> S/he should have worked in large set up of Livelihoods programmes / Project/service industries. S/he should have experience of documentation and maintaining external relations. 	<p>disseminating it through communication materials for the project.</p> <ul style="list-style-type: none"> S/he will be responsible for Designing of training materials and information tools closely working with other thematic unit (Institution & Capacity Building, Microfinance and Social Development, Livelihoods, Off farm, Non-Farm & jobs). S/he will be responsible for Case development for learning's of other stakeholders outside project and improving communication channels. S/he will be responsible for implementing communication jobs for all workshops, events, training and seminars organized by the society. S/he will also have to undertake extensive field visit to ensure the quality project/program interventions.
35	Project Manager Micro Insurance	<ul style="list-style-type: none"> PG degree/diploma in Management/ Rural Development/ Social work from a premier institute with minimum 4 years of intensive work experience in promoting and strengthening of SHGs/federation. S/he should have demonstrated a successful track record in SHG - Bank / MFI linkages. Good communication skill and knowledge of working with MS office environment is essential. 	<ul style="list-style-type: none"> S/he would manage the Micro-insurance (Life, Health & Assets) portfolio of the project and will work towards developing partnerships with different public and private insurance service provider and negotiate a deal for the Community institutions. S/he should undertake need assessment of insurance services, at community level, scanning of insurance market and finding right kind of insurance products for rural households alternatively designing of insurance products, designing of delivery system- for premium collection, issuing of certificate and claim processing and settlement.
36	Project Manager Micro Finance	<ul style="list-style-type: none"> PG degree/diploma in Management/ Rural Development / Social work from a premier institute with minimum 4 years of intensive work experience in promoting and strengthening of SHGs/federation. 	

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		<ul style="list-style-type: none"> ▪ S/he should have demonstrated a successful track record in SHG - Bank / MFI linkages. ▪ Good communication skill and knowledge of working with MS office environment is essential. 	
37	Project Manager Marketing & Innovation	<ul style="list-style-type: none"> ▪ Post Graduate Degree or PG Diploma in Rural Development / Management / Social work from a premier institute with minimum 4 years of experience developing value chains for identified products/ commodities, and ensure sustainable linkages with local markets. You would also build partnerships with private players towards maximizing benefits for the project beneficiaries. Your work experience should include marketing of farm/ off farm products, commodity trading/ marketing. Experience of working directly with producer organizations would be preferred 	<ul style="list-style-type: none"> ▪ S/he will be responsible for developing value chain for undertaking related intervention and facilitate in improving quality of the commodities / products, marketing as well as selling of aggregation of produce / commodities produced from both farm and off farm sectors / sub-sectors in the surrounding area or in the <i>Mandi</i> or to the big trader through the BPIU teams. ▪ S/he will also have to undertake extensive field visit to identify social innovations to improve livelihoods through advertisement, scouting and assist the SPM-Livelihoods in validating & documenting them for organizing the annual Bihar Innovation Forum.
38	Assistant Finance Manager	<ul style="list-style-type: none"> ▪ Chartered Accountant/Cost Accountant/MBA-Finance from recognized institute/university with minimum 3 years of post-qualification relevant experience in audit, accounting and well versed in accounting software Tally Or Cost Accountant-Inter/Chartered Accountant-Inter from recognized institute/university with minimum 5 years of post-qualification relevant experience in audit, accounting and well versed in accounting software Tally. ▪ S/he must possess understanding of accounting system/standards and process including costing and budgeting/expense management etc., besides exposure to preparing balance sheet, profit and loss account, budget and tally only applicants from required category need to apply. 	<ul style="list-style-type: none"> ▪ S/he will assist Finance Managers in the consolidations of unaudited report, identifying, rectifying, and suggesting preventive majors for financial, accounting and statutory compliances related issues/problems of the allotted districts. ▪ S/he will be responsible for Ensuring proper monitoring and supervising timely completion of statutory/internal audit and ensuring compliance/settlement of audit observation. ▪ S/he will also coordinate for timely release of fund, verification of books of accounts of district/block as well as CBOs. ▪ S/he will be responsible for Verifying CIF disbursement and also analysing the budget variance on quarterly basis in allotted districts.

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			<ul style="list-style-type: none"> S/he will also have to undertake extensive field visit to ensure the quality project/program interventions
39	Accountant SPMU	<ul style="list-style-type: none"> PG in Commerce from recognized institute/university with minimum 2 years of post-qualification relevant experience in book keeping, accounts related job and secretarial assistance with reputed institutions, Government programmes/ project or NGOs. Or Graduate in Commerce from recognized institute/university with minimum 3 years of post-qualification relevant experience in book keeping, accounts related job and secretarial assistance with reputed institutions, Government programmes/ project or NGOs. Knowledge of working on computer and operating Tally Software will be essential. Typing skill in Hindi and English would be desirable. Only applicants from required category need to apply 	<ul style="list-style-type: none"> S/he will be responsible for maintaining books of records/account at SPMU level and regularly updating them. S/he will also provide all secretarial assistance to SPMU finance/accounts Team S/he will also maintain all official records and book keeping. Responsible for channeling upward and backward official communication.
40	Cashier	<ul style="list-style-type: none"> Graduate in Economics/Commerce/CA (Inter)/ICWA (Inter) from a recognized institute/university with a minimum 3 years of post-qualification relevant experience. You should have worked for managing accounts, book keeping and other related job in Government/reputed institution. Preference would be given to those who have worked in Government programme/project. 	<ul style="list-style-type: none"> S/he will be responsible for maintaining books of account at state level and regularly updating them. S/he will also be responsible for providing all secretarial assistance to CFO/FO and maintain all official records. S/he will also be responsible for channeling upward and backward official communication.
41	IT Associate	<ul style="list-style-type: none"> PG degree/diploma in IT/MBA-IT/MCA from recognized institute/university. (Fresher can apply) Or Degree in IT/BCA from recognized institute/university with minimum 2 years of post-qualification relevant experience in software development, system maintenance/ data administration/ system networking & administration/RDBMS etc. S/he should have good knowledge of RDBMS 	<p>S/he will be responsible for providing technical support to thematic unit viz.</p> <ul style="list-style-type: none"> M & E, HR, Jobs, administration and communication in managing computerized information system for project. S/he will also be responsible for providing system support, networking, software development and system maintenance etc., S/he will be responsible for

Sl	Position	Experience and qualification required	Expected Output/Responsibilities/Job Profile
		package/Web technologies viz. Dot Net, J2EE, PHP etc. would be desirable.	channeling upward and backward official communication. <ul style="list-style-type: none"> ▪ S/he will also have to undertake extensive field visit to ensure the maintenance of MIS and systems at DPCU/BPIU levels.
42	Office Assistant SPMU	<ul style="list-style-type: none"> ▪ Graduate in any discipline from recognized institute/university with minimum 3 years of post-qualification relevant experience. ▪ S/he 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 institution/government programme/development project or NGO. ▪ You should also possess good writing and typing skill in both Hindi and English. 	<ul style="list-style-type: none"> ▪ S/he will be responsible for extending all secretarial assistance to Officers/Managers at SPMU. ▪ S/he will also look after all communication, office record book keeping/ dispatch compiling of project information. ▪ S/he will be responsible for Maintaining records related with programmatic, administrative and HRM affairs. ▪ S/he will also act as a nodal person for channelling communication to/from BPIU/DPCU/ SPMU.
43	Project Associate	<ul style="list-style-type: none"> ▪ PG degree/diploma in Rural Management / Rural Development / Social Work/agri-business management/agriculture and allied from recognized institute/university. (Fresher can apply). Or Post graduate in any discipline from recognized institutes/university with minimum 1 years of post-qualification relevant experience. Or Graduate in any discipline from recognized institutes/university with minimum 3 years of post-qualification relevant experience. ▪ S/he should have experience of working in development project or government development programme in the areas of documentation, communication, reporting, data entry, file management, facilitating event organization & business dealing with different agencies. Typing skill in Hindi & English would be desirable. 	<ul style="list-style-type: none"> ▪ To assist and support thematic consultants (SPM & PMs) in executing their thematic responsibilities. ▪ To collect data, information, conduct analysis, and studies regarding interventions, compiling reports and book/ record keeping. Coordination with other Units at SPMU/DPCU.