

Jharkhand State Livelihood Promotion Society (JSLPS)

Job Description, Eligibility Criteria and Remuneration of various FTE Position of Jharkhand Horticulture Intensification by Micro Drip Irrigation (funded by JICA)

JSLPS has been designated as PIA for implementation of JICA funded project “Jharkhand Horticulture Intensification by Micro Drip Irrigation”. In order to implement the project, JSLPS is looking for competent and enthusiastic individuals to work with us. The project will have objective to enhance household incomes from diversified farming and on-farm activities, Capacity building of community on improved MDI technology and Package of practices of crops for wider dissemination of technology, Training of SHGs members in nurturing for micro-enterprises promotion, managing group fund, arranging micro credit from Village Organisation and ensuring pay back for replication of technology in sustainable manner, Public Private Community Partnership (PPCP) through engagement with financial institutions, input suppliers and market forces. Collectivization of the products and linkages with market. Convergence with government programme for replication, Developing a sustainable management system through promotion of Community Resource Person for escalation of technology and day-to-day technology support, Establishment of infrastructure for gradation and storage. Development of market information system and support.

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State Level FTE Positions for Jharkhand Horticulture Intensification by Micro Drip Irrigation(JAICA)	
1. Programme Manager - Livelihood (Horticulture Production)	Post - 1 (UR)
<p>Project manager - Livelihood (Horticulture Production)</p> <p>The following are the indicative Duties and responsibilities of Project manager - Livelihood (Horticulture Production)</p> <ol style="list-style-type: none"> 1. Work in close co-ordination with DMMU/BMMU for executing and developing implementation strategies of livelihoods and MDI units in the project for the state. 2. Coordinating with different units under the project for effective implementation of Livelihoods Interventions and MDI 3. Planning staff, CRPs, MFGs capacity building program on horticulture production, MDI utility, Fertigation, PoPs, FDDP, Book keeping and record maintenance etc. 4. Evaluating training inputs, outputs, and outcomes in terms of horticulture production. 5. Supervising field operations and troubleshooting as and where require at district, block and field level. 6. Prepare the guidelines for implementation of MDI unit in the state and manual for preparation of FDDP in consultation with other Project Staff and PMC 7. Provide necessary guidance to DMMUs in MDI implementation & preparation of FDDP and its implementation 8. Extending support in MIS based livelihood intervention and MDI 9. Working in synchronization with respective line department 10. Circulate the guidelines to the DMMUs/BMMUs after approval by JSLPS 11. Review the work and provide necessary guidance to DPMUs. 12. Work under the guidance of COO, State MMU to explore possibilities for convergence with other projects. 13. Preparing a training needs assessment and designing a training program to strengthen the staff of DMMU, BMMU CRPs and MFGs in collaboration with other experts; 14. Preparing leaflets and training modules and materials in relation to horticulture production, MDI and Project 15. Develop modalities for constitution of livelihood Sub-committee 16. Develop plan for MDI, MDI micro credit and establishment of MDI unit. 17. Provide support in infrastructure development, value chain establishment for horticulture products. 18. Report generating MPR's, QPR's and other relevant reports at state level. 19. Any other task as assigned by the competent authority. <p>Reporting: The person will be reporting to the State Head of the Project</p>	<p>Required Qualification and Experience: Person should have 2 years full time regular Master Degree/Diploma in Rural Development / Social Work/ Agriculture and allied sciences (10+2+4) or 4 years full time regular Bachelor Degree/Diploma in Dairy Technology/Agriculture and allied sciences from a recognized University/ institute.</p> <p>S/he should have minimum 6 years of relevant post qualification work experience of working with Government/Development project/programme/scheme and having good proven track record of successfully implementing livelihoods interventions, horticulture intensification, MDI-Sprinkler units and value chain support. The person should have experience of leading professional team, implementing interventions at scale at state/district level. Person should have excellent writing and communication skills in Hindi and English. S/he should be well versed with working in MS office environment.</p> <p>Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 8 years with specification as given above. Other terms will remain same.</p> <p>The gross monthly remuneration will range from Rs.50,000 to Rs.80,000, purely based on education and quality of experiences.</p> <p>Duty Station: JSLPS Headquarters - Ranchi</p>

2. Programme Manager - Institution Development	Post - 1 (UR)
<p>Duties and Responsibilities:</p> <p>The following are the indicative Duties and responsibilities of Project manager – Institution Building.</p> <ol style="list-style-type: none"> 1. Work in close co-ordination with DMMU/BMMU for executing and developing implementation strategies of livelihoods and MDI units in the project through institution for the state. 2. Coordinating with different units under the project for development of women/male institution for Livelihoods Interventions under MDI 3. Developing strategic plan for Institution Building & Capacity Building of staffs CRPs, MFGs, PGs, Federation, on aspects of institution development, record maintenance, business plan etc. 4. Evaluating training inputs, outputs, and outcomes in terms of institutions developed. 5. Develop business model for running the Producer Group and higher institution viz. Producer company 6. Supervising field operations and troubleshooting as and where require at district, block and field level. 7. Prepare the guidelines for functioning of institutions in the state and manual for preparation of FDDP in consultation with other Project Staff and PMC 8. Working in synchronization with respective line department. 9. Circulate the guidelines to the DMMUs/BMMUs after approval by JSLPS 10. Review the work and provide necessary guidance to DPMUs. 11. Work under the guidance of COO, State PMU to explore possibilities for convergence with other projects. 12. Preparing a training needs assessment and designing a training program to strengthen the staff of DMMU, BMMU CRPs and MFGs in collaboration with other experts; 13. Preparing leaflets and training modules and materials in relation to institution development and functioning 14. Develop modalities for constitution of livelihood Subcommittee and functioning under Village Organization 15. Develop plan for MDI micro credit, loan and repayment plan. 16. Provide support in community mobilization, institution involved for infrastructure development. 17. Report generating MPR's, QPR's and other relevant reports at state level. 18. Any other task as assigned by the competent authority <p>Reporting: The person will be reporting to the State Head of the Project</p>	<p>Required Qualification and Experience:</p> <p>Person should have 2 years full time regular Master Degree/Diploma in Rural Development / Social Work/ Agriculture and allied sciences (10+2+4) or 4 years full time regular Bachelor Degree/Diploma in Dairy Technology/Agriculture and allied sciences from a recognized University/ institute.</p> <p>S/he should have minimum 6 years of relevant post qualification work experience of working with Government/Development project/programme/scheme and having good proven track record of successfully implementing livelihoods interventions, mobilizing farmers/poor in prevailing forms of institutions, developing producer's groups/company and value chain support.</p> <p>The person should have experience of leading professional team, implementing interventions at scale at state/district level.</p> <p>Person should have excellent writing and communication skills in Hindi and English. S/he should be well versed of working in MS office environment.</p> <p>Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 8 years with specification as given above. Other terms will remain same.</p> <p>The gross monthly remuneration will range from Rs.50,000 to Rs.80,000, purely based on education and quality of experiences.</p> <p>Duty Station: JSLPS Headquarters – Ranchi</p>

4. MIS Officer	Post-1 (UR)
<p>Job Descriptions</p> <ol style="list-style-type: none"> 1. Documentation and MIS entry. 2. Managing database of Management Information System designed under Project 3. Data compilation and report generation for analysis 4. Assist in the organization and inventory of all hardware and software resources. 5. Support in MIS development on platform and testing 6. Perform on-site and remote technical support. 7. Monitor and maintains the use of Laptops, Printer. 8. Develops, maintains, and monitors Network 	<p>Qualification :</p> <p>The person should be holding 2 years' full time regular master degree or 2 years' full time Diploma in Computer Application or B. Tech /B.E in computer science, from a recognized University/institute.</p> <p>Experience :</p> <p>S/he should have 2 years of post-qualification work experience in handling MIS and M&E activities preferably in development sector.</p> <p>Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 4 years with specification as given above.</p>

<p>3. Accountant (UGA: State) Building of Field level functions</p> <p>Job Descriptions</p> <p>1. Ensuring smooth functioning of an accounting process on all tasks and projects in State Unit as per due diligence policy of JSLPS.</p> <p>2. Tracking & maintaining data in MIS system database.</p> <p>3. Support District and Block unit in following the financial management procedures and process.</p> <p>4. Any other task as allocated by competent authority.</p> <p>5. Preparation of PDS Statements, Vat statement and filing it on regular basis</p>	<p>Good with</p> <p>is mandatory</p> <p>Ranging from Rs 20,000- Rs 30,000 based on quality of experience and education.</p> <p>Duty Station: State Headquarters of JSLPS</p>	<p>Post 1 (UB) Communication skills in Hindi and English</p> <p>Qualification:</p> <p>The person should be holding 3 years' full time regular Degree in Commerce (B.Com), from a recognized University/institute, on quality of experience and education).</p> <p>Experience:</p> <p>3 years relevant post qualification experience in</p>
<p>4. Ensuring timely release of payment to units and settlement of expenses\advances</p> <p>5. Consolidation of PF Statements and online filing of ECR.</p> <p>6. Timely deposit of TDS, PT and PF.</p> <p>7. All types of vouchers entry in Tally ERP9 (Accounting software) and coordinate with all DMMU units.</p> <p>8. Prepare monthly, quarterly and annual financial reports for the project;</p> <p>9. Liaise with auditors for completion of audit, file annual returns, ensure holding of meetings, minutes & statutory formalities;</p> <p>10. Any other tasks as assigned by the COO/State Head, JSLPS</p> <p>11. Timely statutory compliances.</p> <p>12. Any other task as assigned by the competent authority</p>		<p>Accounts & finance with reputed financial firms or non-government organizations.</p> <p>Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 5 years with specification as given above. Candidates should be well versed in MS office. Good writing and communication skills in Hindi and English is mandatory.</p> <p>Remuneration :</p> <p>Rs.20,000- Rs.30,000. (all-inclusive and purely based on quality of experience and education).</p> <p>Duty Station: State Headquarters of JSLPS</p>

5. Programme Executive-HR and IT	Post-1 (UR)
<p><u>Job Descriptions</u></p> <p>The person will support thematic lead/deputy lead (SPM/PM) in executing project related assigned HR responsibilities, maintain necessary documentation, collection of relevant thematic data/information, conducting analysis of information, coordinating studies, compiling progress and other periodic reports, managing communication with external agencies/stakeholders, dealing administrative issues and maintaining records of the unit. The person will be responsible for supporting HR work viz. recruitment, performance appraisal, payroll management, staff capacity building, grievance redressal etc. S/he will be also responsible for overseeing effective organisations of various events being conducted by the concerned domain, coordinate for field visits and help in conducting reviews and monitoring. Being based at the headquarters, s/he will be responsible for coordination with other units of JSLPS.</p>	<p><u>Qualification :</u> The person should have 2 years' full time regular Post Graduate degree or diploma in Rural Development / Rural Management / HR Management/ Personnel Management from a recognized University/ institute with Bachelor Degree in computer Science or computer application application from a reputed institution.</p> <p><u>Experience:</u> S/he should have minimum 2 years of relevant post qualification work experience of working with reputed corporate entity or poverty reduction programme/ rural development programme/ livelihoods programme with proven grassroots and managerial exposure of HR functions. The understanding and experience of handling HR MIS would be must.</p> <p>Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 4 years with specification as given above. Candidates should be well versed in working with MS office environment. Good writing and communication skills in Hindi and English is mandatory.</p> <p><u>Remuneration:</u> Ranging from Rs.25,000 – Rs.35,000 (all-inclusive and purely based on quality of experience and education).</p> <p>Duty Station: State Headquarters JSLPS</p>

Block Level FTE Positions for Jharkhand Horticulture Intensification by Micro Drip Irrigation(JAICA)	
1. Field Thematic Coordinator	Post-40(UR-20,ST-10,SC-4,BC I-3,BC II-3)
<p><u>Job Descriptions</u></p> <p>The following are the indicative Duties and responsibilities of Field Organizer</p> <ol style="list-style-type: none"> 1. Work in close co-ordination with BMMU to implement livelihood planned activities in the block. 2. Identify the vulnerable stakeholders in the block with reference to Women, PoP, SC/STs and other under privileged sections. 3. Identification of farmers within SHG based on criteria for MDI units. 4. Planning the repayment plan of individual and processing of the papers. 5. Facilitate members for repayment of the loan on time basis with support of CRP. 6. Facilitate in constitution of MDI group with help of CRP/AKM 7. Facilitate activities relating to MDI planning, MDI micro credit meetings among communities to establish MDI unit. 8. Facilitate CRP and SHG members to understand the system of MDI and ensure recycling of the fund for replication. 9. Participate in SHG/VO/Cluster meeting to support CRP and up scaling. 10. Facilitate Community Managed Sustainable Agriculture practices to SHG members 11. Make regular consultations with community to understand the practices and motivating them to upscale. 12. Planning and Capacity building of AKM/CRP and providing them with the support as a master trainer. 13. Providing training to AKM/CRP on working modalities to the AKM in the block. 14. Develop opportunity of drip based irrigation system and plan for resource mobilization for establishment of unit. 15. Ensure proper book keeping and record maintenance of MDI unit and 	<p><u>Qualification:</u> Bachelor degree in any discipline from a recognized University /institute. The preference shall be given to candidates having Post Graduate Degree /Diploma in Rural Development Management /Social Work /Agriculture</p> <p><u>Experience:</u> 3 years of relevant post qualification work experience in Government/Development project with proven track record of successfully implementing rural livelihoods interventions. Preference would be given to candidates having experience of working with community institution.</p> <p>Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 5 years with specification as given above. Other conditions will remain</p>

<p>installation with support of CRP.</p> <p>16. Work in close coordination of BTM (Block Technical Manager) to get the benefit of government schemes/ training support/equipment support etc.</p> <p>17. Ensure clean data entered into the MIS at BPMU level in a timely manner</p> <p>18. Report regularly to BPMU in form of generating MPR's, QPR's and other relevant reports.</p> <p>19. Any other task as assigned by competent authority at BPMU . Reporting: The person will be reporting to the District Head of JSLPS/Project</p>	<p>same.</p> <p>Candidates should be well versed in working with MS office environment.</p> <p>Remuneration: Rs.15,000 per month.</p> <p>Duty Station: Block Headquarters of JSLPS.</p>
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2. Block - Technical Support Officer	Post-10 (UR-05,ST-3,SC-1,BC I-1)
<p>Technical Support Officer (Block)</p> <p>Duties and Responsibilities:</p> <p>The following are the indicative Duties and responsibilities of Technical Officer</p> <ol style="list-style-type: none"> 1. Work in close co-ordination with BMMU to implement livelihood planned activities in the block. 2. Identify the vulnerable stakeholders in the block with reference to Women, PoP, SC/STs and other under privileged sections with support of FO 3. Facilitate in constitution of livelihood Sub-committee 4. Facilitate MDI planning, MDI micro credit meetings and establishment of MDI unit. 5. Support in installation of unit, time bound planning of intervention/package of practices of crop with SHG members 6. Ensure proper fertigation and timely delivery of support to farmers in terms of improved production and ensure PoP 7. Ensure Capacity building of AKM/CRP and providing them with the support of technical input to develop CRP a master trainer. 8. Providing technical training to AKM/CRP on drip based vegetable cultivation to all the AKM in the block. 9. Support CRP in actual layout of the MDI unit, nursery establishment, selection of varieties for off season vegetable cultivation. Working out modalities for use of fund. 10. Coordination with SHG/CRP/FO for arranging horticulture plants 11. Support CRP in vermin compost establishment arranging the earthworms and selection of specific site. 12. Support DPMU in processing of suppliers payment towards installation of MDI unit. 13. Verification of actual size of MDI as given by Suppliers. 14. Ensure proper book keeping of technical input with support of AKM/CRP 15. Prepare vegetable seasonality plan of different crops done under drip and time of nursery development, planting to understand the best benefit model under drip. 16. Provide support in marketing of products of SHG members 17. Work in close coordination of BTM (Block Technical Manager) to get the benefit of government schemes/ training support/equipment support etc. 18. Ensure clean data entered into the MIS at BPMU level in a timely manner 19. Data collection from FO/CRP on regular basis . 20. Report regularly to DPMU in form of generating MPR's, QPR's and other relevant reports. 21. Any other task as assigned by the competent authority at BPMU <p>Reporting: The person will be reporting to the District Head of JSLPS/Project</p>	<p>Qualification: The person should have 2 years' full time regular Post Graduate degree or diploma in Rural Development / Rural Management /Agriculture and allied (10+2+4) /Social Work from a recognized University/ institute.</p> <p>Experience: S/he should have minimum 4 years of relevant post qualification work experience of successfully leading executing livelihoods programme through community institutions and having experience of working with MDI-Sprinkler Unit. In Government /Reputed NGOs/CSR Initiatives.</p> <p>Person having full time regular graduation degree in any discipline and having above mentioned experience of minimum 6 years, may also apply. Candidates having Post Graduation degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 6 years with specification as given above. Other conditions will remain same.</p> <p>Candidates should be well versed in working with MS office environment.</p> <p>Remuneration: Initially Rs. 20,000 (all-inclusive) for first six months. After this, based on performance and quality of education and experience, remuneration will be fitted as per JSLPS structure.</p> <p>duty station : Block Headquarters</p>