



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Office Order

Approval on Creation of New State Level Positions for BTDP

With the expansion of project activities in 534 blocks of all 38 districts and implementation of BTDP project, in order to ensure qualitative supervision & timely execution of projects in different themes, by the approval of Executive Committee in its 47th meeting Dated 27.02.18, following new state level positions are being created within the society:-

1. Chief Operating Officer
2. Programme Coordinator - Monitoring & Evaluation and MIS
3. State Project Manager- Farm Value Chain
4. Project Manager-Social Safeguard
5. Project Manager-Alternate Banking
6. Project Manager - HNS Capacity Building & Enterprise Development
7. Project Manager-Database Management
8. Project Manager-Business Development (Non-Farm)

Rationale for creation of aforementioned positions along with eligibility criteria & job descriptions for the same are attached as “**Annexure – C**”.

Anand Shankar
16/3/18

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SPM-HRD

Copy to:-

1. Director/OSD/AO/CFO
2. All PCs/SPMs/PS/SFMs/AFM/PM/PO
3. All DPMs/ BPMs with the direction to ensure circulation of this Order to the staff working under them.
4. All HR- Managers/ FMs
5. IT section
6. Concern file

“Annexure - C”

Sl.	Department	Positions at SPMU	Rationale	Eligibility Criteria	Jobs Descriptions
1	Project Management	Chief Operating Officer	With the scaling up of JEEVIKA in terms of outreach and deepening of interventions and inclusion of multifaceted development projects, it is required to appoint a Chief Operating Officer who will be responsible for overall implementation/execution of all programmes. He will report to CEO.	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/PublicSector 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.	S/he will be responsible - <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 of programmes. Developing effective implementation strategies of programme, suiting to its objective and achieving the annual and other periodic targets.
2	M & E and MIS	Programme Coordinator (M & E and MIS)	In view of the scaling up of Jeevika & multi fold increase in MIS & monitoring & evaluation related work within the project, it is necessary to appoint Project Coordinator-M & E who will be responsible for overall implementation of MIS & M & E related work.	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.	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.
3	Livelihoods Farm	State Project Manager-Farm Value Chain	In BTDP Value chain initiatives in specific clusters around crops or commodities will be undertaken. As part of these initiatives, the Project Coordinators will serve as institutional platforms through which a range of interventions across the value chain—like access to good quality inputs, provision of weather based agro advisory, market information, access to finance including insurance, extension services, pricing norms, grading and sorting, storage and warehousing and access to markets—will be implemented. Nearly 15 producer companies and 1500 producer groups mobilized from 150000 SHG households would be covered as part of the agriculture sector. For the dedicated team structure is proposed to undertake the intervention. Environment is a measure concern in Agriculture sector. Environmental audit is a compulsory phenomenon in the project. To ensure the roll out of Environmental Framework of project a separate PM is needed.	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.	<ol style="list-style-type: none"> Prioritise 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 frame work management. Any other responsibility as per the business need

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4	Social Development	Project Manager – Social Safeguard	This position is needed where the person would be working on the overall social safeguard issues which will be related to total inclusion of the left out vulnerable households in respect to project interventions. The main aim for hiring the position with particular focus on more vulnerable sections like Scheduled Castes (SCs), Scheduled Tribes (STs), Primitive Tribal Groups (PTGs), single women and women headed households, Persons with Disabilities (PWDs), landless, migrant labour, isolated communities and communities living in remote areas. She/he will be specially working with liasoning with government departments to help in providing the benefits to the beneficiaries. She/he will be supporting in framing the exclusive annual action plan / tribal development plan with focus on livelihood generation and utilization of various interventions facilitated from the project side as well from other dept. Also she/he will be working on the gender, women's and child development module in social issues such as domestic violence, early marriage, child labor, female foeticide etc.	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	It will be a State Position in which the h/she will be responsible for : <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. • Liasoning 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.
5	Financial Inclusion	Project Manager – Alternate Banking	Under BTDP, the Jan DhanYojana with 10 lakhs Households and establishing 500 Customer Service Point (CSP) will be one of the focus areas. The project with its limited experience of the different channels of the alternate banking, there is a need to have specialists who have the knowledge of Banking System and different models of the Alternate Banking. Therefore, the above mentioned position (Project Manager-Alternate Banking) have been proposed to support the Society in facilitating Jan DhanYojana among 10 lakh Households and different models of the alternate Banking.	PG degree/ diploma in Rural management/rural development / MBA / Social Work/PG in any discipline with minimum 4 years of post-qualification relevant experience in promoting and strengthening of SHGs/ Federations. <ul style="list-style-type: none"> • S/he should have demonstrated a successful track record in Training to community institutions for facilitating Bank / Insurance / MFI linkages. • S/he should have effective track record of maintaining healthy financial portfolio. • S/he should have proven experience of credit mobilization, networking with Banks and sound knowledge of banking systems/products/operations. • Good communication skill (both Hindi and English) and knowledge of working with MS office environment is essential. 	<ul style="list-style-type: none"> • S/he will be responsible for establishing working model between Community institutions and BC Agents for effective functioning of BC Points. • S/he will be responsible to establish mechanism for support and coordination with concerned bank/corporate BC at state, district & block level. • S/he will be responsible for coordination with the bank and Corporate BCs in resolving operational issues at block, district & State level. • S/he will be responsible for organizing financial awareness camps & Promotion of new financial instruments of Bank for community members in coordination with Banks & Corporate BC. • S/he will be responsible for training on thematic related issues and as when required policy development & module preparation related to different financial services. • S/he will be responsible to promote Govt. sponsored schemes (APY, PMJJBY, PMJSBY etc.) • S/he will be responsible to develop monitoring system for BC Agents & CSP transaction. • S/he will be responsible for all other activities related to Thematic development.
6	HNS	Project Manager-HNS Capacity Building & Enterprise Development	Under BTDP & NRLM we have to work for improving the Human Development Indicators in 8 Lac SHGs households of 534 Blocks. To improve HD indicators we need to organize Capacity building programmes of staff and cadres on regular basis on several topics. Hence it is required to have specific personnel who will plan and monitor Capacity Building activities related to Health Nutrition and Sanitation and develop HNS enterprises.	PG degree/diploma in management/social 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.	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/he has ability to manage and running HNS enterprises across state. 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

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7	MIS	Project Manager-Database Management	When the application will be under piloting and further roll out across state then regular issues, updates, modification etc. will be a continuous activity. It will require resolution of issues either on call or remote access etc. The entire IT infrastructure of SPMU is to be maintained and also district data centres for effective data capturing in real time. The enhancement of IT infrastructure to smoothen the connectivity in future will also be required. It is also important to maintain help desk at SPMU for all the concerned ones regarding the DSS-MIS. The plan of maintaining servers at SPMU will also be another major activity so that the applications on servers are always up and running. Any failure can be immediately handled. So the position of PM-MIS cell is proposed.	<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. 	<ol style="list-style-type: none"> 1. Maintenance and monitoring of all IT peripherals in the SPMU and as well as all the districts in coordination with district resource person. 2. Proper maintenance and functioning of data center at districts. 3. Ensure effective upgradation of devices time to time to match the need of the organization for smooth connectivity. 4. Rolling out of proper connectivity at DPCUs and BPIUs. 5. Provisioning of data centre/Help desk for MIS at SPMU. 6. Providing support to DPCUs or BPIUs with remote access, VPN connectivity etc. 7. Ensuring the max uptime for the servers at SPMU. 8. Coordinating with associated vendors for resolution of any technical issue. 9. Any other task assigned time to time.
8	Non-farm	Project Manager – Business Development	The Project Manager-Business Development Nonfarm will be the prime interface for entrepreneurs and responsible for planning, marketing and development of their business. S/he has to develop, implement and review quarterly/annual work programmes and project activities that contribute to achievement of programme outcomes at thematic and project level, in association with relevant partners, enterprise and other stakeholders. S/he has to assist in the development of a strong pipeline of new business opportunities through direct or indirect customer contact and prospecting. This position requires a team player with leadership qualities, excellent marketing skills, a professional and positive attitude and dependability.	<p>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.</p>	<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.

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