

## **ROLE , RESPONSIBILITY, ELIGIBILITY CRITERIA AND REMUNERATION**

### **1. Programme Manager (PM) :**

For day to day administration and management, the CoE will have one Programme Manager. S/he will be recruited through an open selection process by the respective GPLF, meeting required eligibility. Preferably, during the first year of the CoE one YP having good track record of programme management and opting to take responsibility of the CoE may play the role of the PM and gradually, it may be taken over by the Programme Manager.

#### **a. Eligibility Criteria**

- Post Graduate or MBA in any discipline
- At least 5 years of experience in Development sector
- Proficiency in Local Language.
- Age limit: 40 Years

#### **b. Desired Criteria**

- Exposure of working with enterprise promotion will be an added advantage
- Working experience on different community level institutions
- Basic Knowledge in Computer
- Possess strong inter-personal communication skill
- Preference will be given to candidates previously associated with NRLM

#### **c. Role and Responsibilities**

- Setting strategy and directions of strengthening the CoE
- Vision building of CoE
- Preparation of Perspective Plans
- Preparation of Detail Project Report
- Preparation of Annual Action Plan
- Preparation of Business Development Plan
- Capacity Building Plan for Staff of CoE ,Community Cadres and Leaders
- Convergence with Line Departments and Partners
- Grievance redressal
- Identification of resources in the GP, Skill building of SHG members
- Planning and execution for Revenue Generation
- Report returns as and when required
- Developing implementation strategy to meet all the criteria of CoE within pre defined time period.
- Monitoring and Evaluation of all activities related to CoE

- Overall management of day to day CoE activities
- Proper coordination with all the stakeholders for effective implementation
- Timely disbursement of remunerations to staff and cadres
- Coordination with BMMU and Partners
- Any other task assigned by EC, GPLF (CoE)

d. **Whom to Report:**

Reporting and Reviewing Authority is EC of GPLF.

e. **REMUNERATION**

Rs 20,000 pm

## **2.Accountant**

a. **Eligibility Criteria**

- Graduate in Commerce
- Knowledge & operational efficiency in MS Office & accounting software
- At least 3 years of experience in Accounting (Work experience with Community Based Organizations will be an added advantages)
- Proficiency in Local language
- Age limit : 30 Years

b. **Desired Criteria**

- Work experience in NGOs & management of different Community Based Organizations like SHGs, CLF, GPLF, PG & PC etc.
- Having good knowledge in accounts & finance
- Possess strong inter-personal communication skill
- Preference will be given to candidates previously associated with NRLM or any other livelihoods related project/scheme

c. **Role and Responsibilities**

- Preparation of Annual Budget
- Process for any disbursement/payment
- Maintenance of books of records like Cash book, Ledger, Vouchers, Stock book etc
- Procurement of Goods ,Works & Services if any by following community procurement guidelines
- Preparation of Monthly/Quarterly/Annual financial report
- Responsible for initiating & conducting Financial Audits
- Any other task as assigned by Executive committee members/Programme Manager

**d. Whom to report**

S/he will report to the Programme Manager

**e. REMUNERATION**

Rs 12000 pm

**3 MIS assistant**

**a. Eligibility Criteria**

- Graduation in any discipline with PGDCA/DCA
- At least 2 years of working experience in Data entry, uploading, collection & validation.
- Should have good knowledge of Ms. Word, Excel, PPT & Email
- Age limit : 30 Years

**b. Desired Criteria**

- Working experience in development projects and community level institutions
- Possess data interpretation skill
- Preference will be given to the candidates previously associated with NRLM

**c. Role and Responsibilities:**

- a. Data entry and uploading in various portals,
- b. Implementation of transaction based MIS,
- c. Data collection and validation
- d. Preparation of weekly and monthly reports
- e. Analysis of Data
- f. Data management and Data entry training to SHGs ,Cadres and Leaders
- g. Monitoring and Evaluation aspect of CoE
- h. Giving assistance in preparation of Annual Action Plan and Detail Project Report
- i. Any other task assigned by EC/Programme Manager

**d. Whom to report**

S/he will report directly to the Programme Manager

**e. REMUNERATION**

**Rs 10000 pm**