

Skills Candidate Mobilization

Designation	ASSISTANT PROJECT MANAGER-STATE
Level	MIDDLE MANAGEMENT
Responsibility	Skill Training & Placement Related Activities
Functional Reporting	Vertical Head STP
Administrative Reporting	Vertical Head STP
Position	01
Place of Posting	GLPC Head Office
Qualification	Post Graduate Degree/Diploma in Business Administration/ Social Work/Social Sciences/Sociology from a recognized University
Experience	Minimum 3 years in the area of Rural Development AND Minimum 3 years of the total gainful experience should be in Govt. /Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	S/he should have good communication skill (both oral and writing) in English and Gujarati Operational proficiency in Internet, MS Office etc.
Age Limit	Max 30 years on the date of advertisement
Compensation	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
Job Responsibility	<ul style="list-style-type: none">➤ Organize placements for youth trained under the project.➤ Will be responsible for/will facilitate facilitating achievement of targets and also budget utilization at district level.➤ Facilitating the APM-Districts in converging with other line departments at the district level.

	<ul style="list-style-type: none">➤ Ensure the systems and processes are in place at the districts.➤ Preparation of files for administrative, financial approvals as per directions of GM.➤ Assists SPM-Jobs in all official matters.➤ Facilitate roll out of assessment study of current state Skill Training & Placement➤ Roll Out Micro Plan process➤ Develop innovative strategies to introduce activities for STP➤ Promote an enabling work environment to maximize intra thematic and cross thematic exchange of ideas, plans and strategies for implementation➤ Document case studies of best practices, success stories➤ Monitor the performance of District & Block Level STP team➤ Other tasks as and when assigned by Management
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GENERAL TERMS & CONDITIONS

VACANCY DETAILS:

Vacant Positions							
Sr. No	Name of Post	Theme/Sector	SC	ST	OBC	GEN	TOTAL
1	General Manager	Microfinance & Financial Inclusion	-	-	-	1	1
2	General Manager	Farm Livelihoods	-	-	-	1	1
3	Project Manager	Social Mobilization & Institutional Building	-	-	-	1	1
4	Project Manager	Microfinance & Financial Inclusion	-	-	-	1	1
5	Project Manager	Jobs/ Skill Training & Placement	-	-	-	1	1
6	Project Manager	Farm Livelihoods	-	-	-	1	1
7	Project Manager	Marketing & Service Sector	-	-	-	1	1
8	Project Manager	Cottage Industry	-	-	-	1	1
9	Project Manager	MIS & IT	-	-	-	1	1
10	Project Manager	HR & Admin	-	-	-	1	1
11	Project Manager	Accounts & Finance	-	-	-	1	1
12	Project Manager	Monitoring & Evaluation	-	-	-	1	1
13	ASSISTANT PROJECT MANAGER-STATE	Administration	-	-	-	1	1
14	ASSISTANT PROJECT MANAGER-STATE	Skill Training & Placement	-	-	-	1	1
15	ASSISTANT PROJECT MANAGER-STATE	Skills Candidate Mobilization	-	-	-	1	1
16	ASSISTANT PROJECT MANAGER-STATE	Institutional Finance	-	-	-	1	1
17	ASSISTANT PROJECT MANAGER-STATE	Financial Inclusion	-	-	-	1	1
18	ASSISTANT PROJECT MANAGER-STATE	Skills MIS & IT	-	-	-	1	1
19	District Livelihood Manager		0	1	2	0	3
20	ASSISTANT PROJECT MANAGER-DISTRICT	COMMUNITY TRAINING	1	2	2	2	7
21	ASSISTANT PROJECT MANAGER-DISTRICT	HR,ADMIN & MONITORING	0	1	0	1	2
22	ASSISTANT PROJECT MANAGER-DISTRICT	Microfinance & Financial Inclusion	1	3	1	3	8

23	ASSISTANT PROJECT MANAGER-DISTRICT	Social Mobilization & Institutional Building	0	3	0	6	9
24	ASSISTANT PROJECT MANAGER-DISTRICT	Marketing, Cottage & Rural Service	1	2	5	4	12
25	ASSISTANT PROJECT MANAGER-DISTRICT	Skills & RSETI	1	2	4	12	19
26	ASSISTANT PROJECT MANAGER-DISTRICT	Farm Livelihoods	1	2	1	7	11
27	ASSISTANT PROJECT MANAGER-DISTRICT	Accounts & Finance	1	1	1	4	7
28	Taluka Livelihood Manager		0	18	8	58	84
29	ASSISTANT PROJECT MANAGER-TALUKA	Social Mobilization & Institutional Building/SOCIAL DEVELOPMENT/ MF & FI/SKILL,CI & RS/Farm Livelihoods	0	24	42	151	217
	Total		6	59	66	266	397

Note: The position mentioned above mentioned above may vary as per requirement

APPLICATION FEE:

Designation	Sector	Application Fee (in Rs)	
		General Category	SC/ST/OBC/Female Applicant
General Manager	<ul style="list-style-type: none"> • Micro Finance & Financial Inclusion • Farm Livelihoods 	500	250
Project Manager	<ul style="list-style-type: none"> • Micro Finance & Financial Inclusion • Social Mobilization & Institution Building • Marketing & Rural Services • Skill Training & Placement • HR & Administration • Farm Livelihoods • Accounts & Finance • Monitoring & Evaluation • Marketing & Rural Services • Cottage Industry 	500	250
Assistant Project Manager (State)	<ul style="list-style-type: none"> • Financial Inclusion • Institution Finance • Skill - Training & Placement • Administration 	300	150

		<ul style="list-style-type: none"> • Skills -IT & MIS • Skills - Candidate Mobilization 		
District Manager	Livelihood	---	500	250
Assistant Manager (District)	Project	<ul style="list-style-type: none"> • Community Training • HR, Administration & Monitoring • Micro Finance & Financial Inclusion • Social Mobilization & Institutional Building • Marketing, Cottage & Rural Services • Skills & RSETI • Farm Livelihoods • Accounts & Finance 	300	150
Taluka Manager	Livelihood	---	300	150
Assistant Manager (Taluka)	Project	<ul style="list-style-type: none"> • Social Mobilization & Institution Building • Social Development • Micro Finance & Financial Inclusion • Skills, Cottage Industry & Rural Services • Farm Livelihoods 	150	75

- All advertised posts are on Fixed Term Employment (FTE) basis for a maximum period of 3 years.
- All applicants should possess minimum 3 years of experience in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc for all the advertised positions
- No. of posts may vary depending upon the actual requirements.
- The candidates who were working with GLPC Ltd earlier and have been terminated on grounds of misconduct will not be eligible to apply.
- Reservation policy of Govt. of Gujarat and as adopted by Company will be applicable. Final number of vacancies may undergo revision based on joining of candidates and new vacancies will be filled from the prepared waitlist. The present numbers and the category break up are indicative only. Only Qualified candidates will be called in a phased manner. Reservation benefits will be available only to applicants who are domicile of Gujarat.
- Candidates working in GLPC Ltd or any other PSU/Society/Corporation/Board/NGO/Pvt. Company should submit '**No-Objection Certificate**' from their reporting officer at the time of interview

- The applicants applying for District & Taluka positions may be placed anywhere across Gujarat as per the requirement of the Company.
- The remuneration / CTC for each post will commensurate with the experience, subject to the max. limit for that post.
- The incumbents selected will be on Probation for at least 6 months from the date of joining.
- For the purpose of calculation of experience and age, the date of advertisement will be treated as the reference date.
- Good verbal and written communication skills (in English & Gujarati), proficiency in Computer-MS Office is a desired criteria for all the positions.
- The language for written assessments for all positions will be English/Gujarati.
- Most positions involve extensive field visits and village stay is essential for all the positions.
- The District and Taluka level positions are transferrable
- GLPC has contracted an independent professional agency to fill these positions. Short listed applicants will be invited to appear for Selection Tests. List of applications received, short listed applications, dates and venue of selection tests etc. would be posted on our website. Candidates are requested to check the website periodically for lists and other announcements.

Disclaimers: Mere eligibility doesn't guarantee a job. GLPC Ltd reserves the right to shortlist candidates based on qualification and relevant experience. Please note that canvassing in any form shall disqualify the candidate for the selection process.

How to apply:

Applications are invited online only. Applicants are requested to submit their application from 16th September, 2014 to 30th September, 2014. Following are the steps to fill the online application:

- i. Go to <http://ojas.guj.nic.in>
- ii. Click on apply now.
- iii. Fill the application form with necessary details like personal details, mobile number, e-Mail ID, etc.
- iv. After filling personal details, fill up the educational details.
- v. Click on the additional qualification and fill up the additional qualifications, if any.
- vi. Click on the experience details & fill the experience details, in case you want to add more experience, click ADD MORE Experience.
- vii. Select Yes/ No in self-declaration.
- viii. The application will be saved after clicking the SAVE button & application number will be generated.
- ix. In case you want to edit the application, click EDIT application button & edit the details which you want to edit. This facility will be available until you confirmed the application. Once you confirm the application, it cannot be edit.
- x. Now click upload photograph & type your application number & Date of Birth and click OK Here you have to upload both Photograph & Signature.

Note: *File type should be .jpeg only & individual size should not be more than 10 kb.*

- xi. Click on confirm application to confirm the application and type the application number & Date of Birth, then click OK
- xii. Once you confirmed the application, print the challan and go the nearest Post Office to deposit the application fees (non-refundable) + Postal service charge is to be deposited in the Post Office. Collect the copy of Challan for your reference. The Post office would receive the application fee only up to 01-10-2014 during it working hours.

Important Dates:

- a. Starting date for submission of On-line Application: 16-09-2014 14:00 hrs.
- b. Closing date for submission of On-line Application: 30-09-2014 23:59 hrs.
- c. Last date for receipt of fee by Post office 01-10-2014 (upto working hours)

1. Microfinance & Financial Inclusion

Designation	GENERAL MANAGER
Level	TOP MANAGEMENT
Vertical	MICROFINANCE & FINANCIAL INCLUSION
Administrative & Functional Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	MBA/PGDM (2 years) in Finance/Banking & Finance from a recognized University
Experience	12 years out of which last 5 years in Micro-finance/Rural finance/Banking/Financial Institutions/Co-operative Banking S/he should have experience of working at the senior management level on the SHGs/federations/SHG-Bank linkage model related to community institution model. S/he should also have effective training skill and have experience of designing and implementing capacity building to community institutions Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	S/he should have excellent communication skill (both oral and writing) in English and Gujarati. Operational proficiency in Internet, MS Office etc.
Age Limit	Max 45 years on the date of advertisement
Compensation	Upto Rs 60000/per month (commensurate with experience and Company's Policies)

General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager (MF&FI), District Livelihood Managers,

State Assistant Project Manager (MF&FI), District Assistant Project Manager (MF&FI), Advisors, Consultants, Retired Bankers.

Broad Area of Work

- Implementation of the MOU signed between GLPC and (State Level Banking Committee) SLBC on credit linkage of Sakhi-Mandalas/SHGs
- Developing the Institutional framework for linking of all eligible SHGs/Sakhi Mandals with Bank Finance
- Coordination with SLBC/NABARD/RBI/Banks and other concerned agencies.
- Review/Updation of Guideline on grading and credit linkage of SHGs by Banks as and when felt necessary.
- Review/Updation of Guideline on Interest Subsidy Scheme for Women SHGs as and when felt necessary.
- Developing and Implementing the Institutional framework for Issue of Artisan Credit Card and other Credit Cards for the targeted Clientele such as Kishan Credit Cards etc. within the framework of the policy of the company.
- Coordinating with all the other concerned verticals of the company in which Institutional Finance is involved for the implementation of Livelihood Programmes.
- Representing GLPC in various meetings/Forums as and when necessary.
- Follow up, Monitoring and review of the progress on credit Linkages under the various programmes of NRLM.
- Attending to the Correspondence emanating from various departments/agencies/organizations on a day to day basis.
- Provide Input in formulation of policies of the company in specific area of vertical.
- Assist in Business promotion plan of the Company.

- Develop network of and partnership with similar Institutions and financial Institutions/donor agencies.
- Build partnership and linkages with private sector, civil society organizations, banks and other stakeholders as per the requirement of the vertical.
- Oversee and supervise the progress in activities of these projects, ensure performance of the team with assistance of Project Manager and Assistant Project Manager.
- Attending to the matters of Regional Rural banks.
- Report as and when required to the Board of Directors.
- Any other duties as assigned by the managing Director GLPC from time to time.
- Financial Inclusion
- Fulfil requirements of NRLM Delhi team
- SHG mapping in online system for easy process of bank loan
- Any work as and when required

2. Farm Livelihoods

Designation	GENERAL MANAGER
Level	TOP MANAGEMENT
Vertical	FARM LIVELIHOOD
Administrative & Functional Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Bachelor Degree in Agriculture/Horticulture/Animal Husbandry with Post-Graduate in Management/Agriculture/Horticulture/Animal Husbandry/Agri-Business Management/Social Work/Rural Studies from a recognized University
Experience	12 years out of which 5 years in designing, implementing and monitoring projects in the areas of Agriculture/Horticulture/Animal Husbandry at the State/National level S/he should possess strong skill in analyzing value chain and visualizing viable business plan for poor to support their livelihoods. Out of the above total experience, minimum 3 years of the experience should be in Government/Semi- Government Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	S/he should have good communication skill (both oral and writing) in English and Gujarati Operational proficiency in Internet, MS Office etc.
Age Limit	Max 45 years on the date of advertisement
Compensation	Upto Rs 60000/per month (commensurate with experience and Company's Policies)

General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager, District Livelihood Managers, State Assistant Project Manager, Taluka Staff etc

Broad Area of Work

- Providing inputs in formulation of policies of the company in specific thematic area/vertical.
- Develop network of and partnership with similar institutions and financial institutions for implementation of policies.
- Portfolio management of subsectors and quality management of the work.
- Managing entire pool of vertical Team – State Project Manager & APM, District APMs & Block level Domain Experts

- Conceptualize and develop livelihood generation strategies with plans for fund mobilization and road maps for implementation
- Executing the strategies and project by focused pilots and surveys in initial phase of the project.
- Monitor the affectivity of the policies and projects.
- Clearing doubts regarding new concepts and policies and smoothening the understanding of the team.
- Ensuring the market linkage for the vertical's projects on case to case basis.
- By actively participating in initial phase/pilots of the project to provide hands on support to implementation team
- Determine the frequency and content of status report from project team; analyse results and troubleshooting the problem area.
- Coach, Mentor, Motivate and supervise project team members and influence them to take positive action and accountability for their assigned work.
- Oversee and supervise the progress and activities of projects, ensure performance of project team.

- Assigning the job responsibilities to project team and ensuring the execution of the team.
- Determining the success parameters and supervise the team to achieve it.
- Manage cost and effectiveness on expenditure incurred in the operational area.
- Assist in livelihood promotion and other plans of the company,
- Help building partnership and linkages with private sector, civil society organizations, banks and other stake holders as per the requirement of the vertical.
- Work in close coordination with concerned Project Manager and other sector experts.
- Arranging for recruitment of new people for project specific purpose.
- Bring in team spirit among members
- Any other task as and when required

Job Description of Project Managers

1. SM & IB

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	SOCIAL MOBILIZATION & INSTITUTIONAL BUILDING
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER – SM&IB
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Post Graduate degree in Social Work/Social Sciences/ NGO Management/Rural Development from a recognized University
Experience	5 years in Social Mobilization, Institution Building and women empowerment, social security entitlements and benefits for poor desirable in SHG movement. AND Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Spoken, reading & written fluency in English & Gujarati is essential. Knowledge of Hindi is desirable Operational proficiency in MS Office, Internet, etc
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

Job Description of Project Managers

Project Manager will support the General Manager – SM& IB and will be responsible to provide directions, guidance and support to a team consisting of District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc

Broad Area of Work

- The PM is responsible to design, develop and plan implementation of various activities related to social mobilization division
- Plan out strategies jointly with GM-SM & IB visualizing sustainable mobilization helpful for the poor in the fighting and creating safety net against poverty
- Plan and develop policies for sustainable institution building helpful for the poor to come out of poverty
- Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for SM&IB
- Coordinate with the district/taluka team and facilitate the implementation of various thematic activities
- Plan out strategies visualizing sustainable mobilization helpful for the poor in the fighting and creating safety net against poverty
- Plan and develop policies for sustainable institution building helpful for the poor to come out of poverty
- As the leader of the SM & IB Component, the person will directly , lead, manage and guide the GLPC SM & IB team on their day to day results in the short term.
- Liaison with different line departments related to the thematic area

Job Description of Project Managers

- Create an enabling work environment to maximize intra thematic and cross thematic exchange of ideas, plans and strategies for implementation
- Undertake necessary liaison and coordinate implementation of the project with all key stakeholders (district administration, line department, NGOs, technical agencies, banks, etc.)
- Provide necessary technical and management support to District Mission Management Unit (DMMU) & Block Mission Management Unit (BMMU) and conduct regular review meetings
- Mentoring DMMU & BMMUs staff to ensure effective rollout of Mission activities.
- Any other task as and when assigned by Management

Job Description of Project Managers

2. Microfinance & Financial Inclusion

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	MICROFINANCE & FINANCIAL INCLUSION
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER – MF&FI
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	MBA/PGDBM(2 years) in Finance/Banking from a recognized University
Experience	<p>5 years in Micro-finance/Rural finance/Banking/Financial Institutions/Co-operative Banking</p> <p>S/he should have experience of working at the middle management level on the SHGs/federations/SHG-Bank linkage model related to community institution model.</p> <p>AND</p> <p>Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc</p>
Other Requirements	<p>Spoken, reading & written fluency in English & Gujarati is essential.</p> <p>Knowledge of Hindi is desirable</p> <p>Operational proficiency in MS Office, Internet, etc</p>
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

Job Description of Project Managers

State Project Manager (MF&FI) in consultation with the GM-MF&FI, will be responsible to provide directions, guidance and support to a team consisting of District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc

Broad Area of Work

- Implementation of the MOU signed between GLPC and (State Level Banking Committee) SLBC on credit linkage of Sakhi-Mandalas/SHGs
- Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for MF&FI
- Developing the Institutional framework for linking of all eligible SHGs/Sakhi Mandals with Bank Finance
- Coordination with SLBC/NABARD/RBI/Banks and other concerned agencies.
- Review/Updation of Guideline on grading and credit linkage of SHGs by Banks as and when felt necessary.
- Review/Updation of Guideline on Interest Subsidy Scheme for Women SHGs as and when felt necessary.
- Developing and Implementing the Institutional framework for Issue of Artisan Credit Card and other Credit Cards for the targeted Clientele such as Kishan Credit Cards etc. within the framework of the policy of the company.
- Coordinating with all the other concerned verticals of the company in which Institutional Finance is involved for the implementation of Livelihood Programmes.

Job Description of Project Managers

- Representing GLPC in various meetings/Forums as and when necessary.
- Follow up, Monitoring and review of the progress on credit Linkages under the various programmes of NRLM.
- Attending to the Correspondence emanating from various departments/ agencies/organizations on a day to day basis.
- Provide Input in formulation of policies of the company in specific area of vertical.
- Assist in Business promotion plan of the Company.
- Develop network of and partnership with similar Institutions and financial Institutions/donor agencies.
- Build partnership and linkages with private sector, civil society organizations, banks and other stakeholders as per the requirement of the vertical.
- Oversee and supervise the progress in activities of these projects, ensure performance of the team with assistance of Project Manager and Assistant Project Manager.
- Attending to the matters of Regional Rural banks.
- Report as and when required to the Board of Directors.
- Any other duties as assigned by the managing Director GLPC from time to time.
- Financial Inclusion
- Fulfil requirements of NRLM Delhi team
- SHG mapping in online system for easy process of bank loan
- Any other task as and when assigned by Management

Job Description of Project Managers

3. Jobs/ Skill Training & Placement

Designation	Project Manager
Level	MIDDLE MANAGEMENT
Vertical	Jobs / Skill Training & Placement
Administrative Reporting	Managing Director, Jt. Managing Director
Functional Reporting	General Manager – Jobs / Skill Training & Placement
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Post Graduate Degree / Diploma in Social Sciences or Rural Development <i>And</i> Graduation with either Business Management /Financial Management /Statistics / Accounts & Audit/ Economics; as core subjects from a recognized University
Experience	Minimum 5 years of gainful employment (<i>excludes employment as trainee, apprenticeship, self-start-up projects, entrepreneurships</i>) out of which at least 2 years at state level / national level; middle management position. AND Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Language Competency	<ul style="list-style-type: none">• Spoken, reading & written fluency in English for communication & documentation.• Spoken & reading fluency in Hindi & Gujarati for routine office work.
IT Competency	<ul style="list-style-type: none">• Proven Excellence to work on MS Office applications in the previous work place (<i>credentials stating the same from previous work place will be asked for during final interview</i>)• Ability to comprehend MIS data & make analysis reports.

Job Description of Project Managers

Other Requirements	<ul style="list-style-type: none">• Willingness & Physical agility to undertake extensive field visits right from villages of Gujarat to the national capital.• Excellent people management skills.
Age Limit	Maximum 35 years on the date of advertisement
Compensation	Up to Rs. 40,000/- per month <i>(commensurate with experience and company's policies)</i>

State Project Manager (STP) in consultation with the GM-STP, will be responsible to provide directions, guidance and support to a team consisting of District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc

Broad Area of Work

- Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for STP
- Will strategize and guide the districts in their specialized sectors.
- Ensure convergence with other government departments to facilitate State target.
- Will be responsible for fixing targets for various districts in their sector and the means to fulfill those targets.
- Review the APMs & Rojgaar Mitras and suggest appropriate strategies to be followed.
- Co-ordinate time to time trainings for the APMs and Skill CRPs to ensure sustainable outputs.
- Identify placement leads in assigned sector.
- Liaison with District Officials related to the project.

Job Description of Project Managers

- Updating & Maintaining Project website.
- Co-ordination with media under the supervision of GM-Jobs/Skill Training Placement.
- Preparation of proposals for new initiatives.
- Development of Training Assessment Tools.
- Designing devices of training & post placement verification.
- Maintaining necessary legal documentation of partners / training programmes.
- Payment processing of Training partners & related file work.
- Ensure overall compliance.
- Responsible for overall implementation of the Project's Jobs Creation agenda.
- Identifying the Jobs sectors to operate and ensuring linkages with private sector partners.
- Monitoring, maintenance & updating of Jobs database.
- Periodical performance and trend analysis of project implementation
- Ensuring that proper audit and monitoring mechanisms are followed.
- Preparation of programme budget plan in consultation with Mission Director as per project targets.
- Formulation & guidance of district wise Jobs project strategy.
- Convergence with other Govt. Departments to facilitate state target.
- Pilot New Initiatives in the Skills sectors for future expansion
- Identify appropriate partners, training institutions, syllabi and delivery mechanism for identified sectors
- Reports to GM-Jobs/Skill Training Placement
- Any other task as and when assigned by Management

Job Description of Project Managers

4. Farm Livelihoods

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	FARM LIVELIHOODS
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER – FARM LIVELIHOODS
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Bachelor Degree in Agriculture/Horticulture/Animal Husbandry with Post-Graduate in Management/Agriculture/Horticulture/Animal Husbandry/Agri-Business Management/Social Work/Rural Studies from a recognized University
Experience	<p>5 years out of which 3 years in livelihoods promotion projects and have experience of working with community institutions, their federations and producers' group on livelihoods issues</p> <p>S/he should possess strong skill in analyzing value chain and visualizing viable business plan for poor to support their livelihoods.</p> <p>AND</p> <p>Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc</p>
Other Requirements	<p>Spoken, reading & written fluency in English & Gujarati is essential.</p> <p>Knowledge of Hindi is desirable</p> <p>Operational proficiency in MS Office, Internet, etc</p>

Job Description of Project Managers

Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

State Project Manager (Farm Livelihoods) in consultation with the GM- Farm Livelihoods, will be responsible to provide directions, guidance and support to a team consisting of District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc

Broad Area of Work

- Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for Agriculture, Horticulture & Animal Husbandry
- Providing inputs in formulation of policies of the company in specific thematic area/vertical.
- Develop network of and partnership with similar institutions and financial institutions for implementation of policies.
- Portfolio management of subsectors and quality management of the work.
- Managing entire pool of vertical Team – State APM, District APMs & Block level Domain Experts
- Conceptualize and develop livelihood generation strategies with plans for fund mobilization and road maps for implementation
- Executing the strategies and project by focused pilots and surveys in initial phase of the project.
- Monitor the affectivity of the policies and projects.
- Clearing doubts regarding new concepts and policies and smoothening the understanding of the team.

Job Description of Project Managers

- Ensuring the market linkage for the vertical's projects on case to case basis.
- By actively participating in initial phase/pilots of the project to provide hands on support to implementation team
- Determine the frequency and content of status report from project team; analyze results and troubleshooting the problem area.
- Coach, Mentor, Motivate and supervise project team members and influence them to take positive action and accountability for their assigned work.
- Oversee and supervise the progress and activities of projects, ensure performance of project team.
- Assigning the job responsibilities to project team and ensuring the execution of the team.
- Determining the success parameters and supervise the team to achieve it.
- Manage cost and effectiveness on expenditure incurred in the operational area.
- Assist in livelihood promotion and other plans of the company,
- Help building partnership and linkages with private sector, civil society organizations, banks and other stake holders as per the requirement of the vertical.
- Work in close coordination with concerned General Manager and other sector experts.
- Bring in team spirit among members
- Any other task as and when assigned by Management

Job Description of Project Managers

5. Marketing & Service Sector

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	MARKETING, COTTAGE INDUSTRY & SERVICE SECTORS
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER - Marketing, Cottage Industry & Rural Service (MCRS)
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	MBA/PGDM/PGDBM in Marketing/ Rural Management from a recognized University
Experience	<p>5 years out of which 3 years in designing, implementing and monitoring projects in the areas of Marketing & Rural Service</p> <p>S/he should have worked in large number of livelihood activities in a livelihoods Programme/Project specially in operation, management procurement, marketing, trading in various off farm produce for improving livelihood in the rural areas in a community driven development model through CBOs such as producers company/Producers Cooperative/Producers group/Watershed users group/SHG Federation/SHG.</p> <p>AND</p> <p>Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc</p>
Other Requirements	<p>Spoken, reading & written fluency in English & Gujarati is essential.</p> <p>Knowledge of Hindi is desirable</p>

Job Description of Project Managers

	Operational proficiency in MS Office, Internet, etc
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

State Project Manager (MRS) in consultation with the GM-MCRS, will be responsible to provide directions, guidance and support to a team consisting of District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc

Broad Area of Work

- Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for MRS
- Meet and exceed targets in creating sustainable livelihoods by Planning, Organizing and Managing and Executing projects including Financial Management.
- Manage, enhance and build effective relationships with existing and new partner organizations
- He / she will manage and be responsible for a cross-section of MoUs in the region.
- Additionally the individual will be responsible for positively influencing partner organizations and defusing potential problems, anticipating their needs and identify jointly any appropriate alternatives and solutions as required
- The individual shall work with a cross functional teams from other verticals and possible engagement of other resources within and outside of GLPC

Job Description of Project Managers

- This individual will be required to acquire and maintain good working knowledge of relevant government's policies, schemes and guidelines
- A high level of technical knowledge of project management concepts and project evaluation from financial and functional aspects will be required
- Ability to work with other government line departments to leverage upon the synergies involved
- Conduct Project Review Meetings with District & Taluka teams
- Project allocation to Districts
- Exploring and executing synergies between various MoUs/Projects
- Find new innovative livelihoods projects with substantial impact & Improvements in on-going projects
- To take all the necessary actions as and when required by any Senior or authority like Managing Director, Jt. Managing Director of the company and complete the task assigned to them in the stipulated time.
- Identify new forward & backward linkages between the poor and Corporations engaged in Organized Retail, Exports, Business-To-Business and Business-To-Government sectors.
- Analysis partner organizations' business objectives by asking probing questions that are relevant to the partner organizations in order to collect information from them, which enables the GLPC team to be more effective and responsive to partner organization's needs.
- Identifies areas of risk/opportunities and influences and implements continuous improvements.
- Any other task as and when assigned by Management

Job Description of Project Managers

6. Cottage Industry

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	MARKETING, COTTAGE INDUSTRY & SERVICE SECTORS
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER - Marketing, Cottage Industry & Rural Service (MCRS)
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	MBA/PGDM/PGDBM - Marketing, Business Management, Rural Management from a recognized University
Experience	5 years out of which 3 years in designing, implementing and monitoring projects in the areas of Cottage AND Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Spoken, reading & written fluency in English & Gujarati is essential. Knowledge of Hindi is desirable Operational proficiency in MS Office, Internet, etc
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

State Project Manager - CI in consultation with the GM-MCRS, will be responsible to provide directions, guidance and support to a team consisting of

Job Description of Project Managers

District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc

Broad Area of Work

- Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for Cottage Industries
- Meet and exceed targets in creating sustainable livelihoods by Planning, Organizing and Managing and Executing projects including Financial Management.
- Manage, enhance and build effective relationships with existing and new partner organizations
- He / she will manage and be responsible for a cross-section of MoUs in the region.
- Additionally the individual will be responsible for positively influencing partner organizations and defusing potential problems, anticipating their needs and identify jointly any appropriate alternatives and solutions as required
- The individual shall work with a cross functional teams from other verticals and possible engagement of other resources within and outside of GLPC
- This individual will be required to acquire and maintain good working knowledge of relevant government's policies, schemes and guidelines
- A high level of technical knowledge of project management concepts and project evaluation from financial and functional aspects will be required

Job Description of Project Managers

- Ability to work with other government line departments to leverage upon the synergies involved
- Conduct Project Review Meetings with District & Taluka teams
- Project allocation to Districts
- Exploring and executing synergies between various MoUs/Projects
- Find new innovative livelihoods projects with substantial impact & Improvements in on-going projects
- To take all the necessary actions as and when required by any Senior or authority like Managing Director, Jt. Managing Director of the company and complete the task assigned to them in the stipulated time.
- Identify new forward & backward linkages between the poor and Corporations engaged in Organized Retail, Exports, Business-To-Business and Business-To-Government sectors.
- Analysis partner organizations' business objectives by asking probing questions that are relevant to the partner organizations in order to collect information from them, which enables the GLPC team to be more effective and responsive to partner organization's needs.
- Identifies areas of risk/opportunities and influences and implements continuous improvements.
- Any other task as and when assigned by Management

Job Description of Project Managers

7. MIS & IT

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	MIS & IT
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER – MIS&IT
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	B.E/B.Tech/MCA/M.Sc. IT or MSc Computer Science from a recognized University
Experience	5 years of overall experience in handling various e-governance projects AND Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Spoken, reading & written fluency in English & Gujarati is essential. Knowledge of Hindi is desirable Operational proficiency in MS Office, Internet, etc
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

State Project Manager – IT&MIS in consultation with the GM-IT&MIS, will be responsible to provide directions, guidance and support to a team consisting of District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc

Job Description of Project Managers

Broad Area of Work

- Hardware software vendor coordination, define contract terms for software hardware, network and website development contract, scope and involve and process IT related procurement and tender
- Identifying the appropriate hardware and software vendors
- Under the guidance of GM IT prepare IT budget and action plan for Organization
- Coordination with agencies like GIL, GIPL, DGS&D, NIC etc for hardware, software and other IT services.
- Managing Annual Maintenance / service contracts and warranty.
- Procuring and managing software licenses and ensuring compliance.
- Designs, implements, and evaluates the systems that support end users in the productive use of computer hardware and software.
- Ensure License software and OEM hardware in organization.
- Assist GM in making procurement decisions regarding the right technology, negotiating price, quality and features
- Assist GM to define and implement organization's IT policy & strategy
- Assist GM to define and implement IT Security policy
- Guide and support HO and District team for proper implementation of IT and MIS related activities
- Process computer, server and peripheral parts maintenance and replacement demands
- Maintain IT infrastructure Inventory and create plans for future new technology requirements

Job Description of Project Managers

- Identify the processes that require computerization or reengineering and initiate software development projects in house or with the help of software vendor.
- Develop new and practical programs to improve databases and other information systems
- Need based software development. Act as interface between software developer and management/user team throughout project life cycle
- Designs and maintain technical and project documentation.
- Coordination and working on technical aspects of NRLM web based MIS with GOI Rural Development Department appointed software development agency.
- Regular updating of organization website content and provide technical inputs to improve website
- Develop and Maintain Intranet and web based application
- Trouble shooting and maintenance of existing database and extract desired information from MS Access and SQL Server based data base using SQL query and Store procedures
- Rapid development of database application in MS Access VBA to support rapid surveys and project evaluation.
- Data migration, import-export from various relation database, excel and other supported format
- User capacity building through basic IT training including MS Excel, Access
- Assist GM to conceptualize and implement innovative ICT based projects for service delivery
- Any other task as and when assigned by Management

Job Description of Project Managers

8. HR & Admin

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	HUMAN RESOURCE & ADMIN
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER – HR & ADMIN
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	Post Graduate Degree in HR from a recognized University
Experience	5 years of which at least 3 years in HR domain and holding a managerial level position in the last employment AND Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Spoken, reading & written fluency in English & Gujarati is essential. Knowledge of Hindi is desirable Operational proficiency in MS Office, Internet, etc Candidates handling more than 500 employees preferable
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

Job Description of Project Managers

Project Manager will support the General Manager – HR & Admin and will be responsible to provide directions, guidance and support to a team consisting of District Livelihood Managers, State/District Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc

Broad Area of Work

HR Activities

- **Recruitment:** Recruitment for positions at State, District, Block and Cluster through an external Recruitment Agency
- **Job Descriptions and Job Specifications:** Designing Job Descriptions across all levels and for all Verticals for PMS, TNA & CB Needs
- **Induction and Orientation**
- **Govt. Procedure Training: Knowledge about** Govt. Systems, procedures and protocols.
- **Skill Gap Analysis:** Carry out skill Gap Analysis by development of Skill Mapping format for identifying next phase of training needs.
- **Capacity Building:** Develop Training Plan and Training Calendar for the employees based on Skill Map Analysis for the phase wise development of Training Modules and continuous process of Capacity Building.
- **Annual Performance Appraisal:** Design and Develop formats for Annual Performance Appraisal for the GLPC employees.
- **Policies:** Policies related to Compensation, Transfer, Promotion, Interns, Short Term Consultants, Grievance Redressal and Exit
- **Development of HR Policy & Manuals:** Development of a uniform and comprehensive HR Policy by the development of Human Resource, Capacity Building and Performance Appraisal & Incentive Manual

Job Description of Project Managers

- **Employees Empowerment, Employee Engagement, Employee Retention**
- **Entire HR Generalist Profile**

Admin Activities

- **Administrative Support:** Provision of adequate Human Resource, Office utilities, Logistics arrangements, Facilities maintenance, Tackling all disciplinary issues with suitable action , Conduct of Timely Meetings, Vendor Management, issuing of necessary Orders, Circulars & Notices, Monitoring the work of outsourced staff
- **Record Management:** Maintenance of Company Records (Certificate of Incorporation, MOA, AOA, Share Certificates, Board Meeting Minutes), chronological records with segregation and grading of top priority correspondences, Classification of Files, Documentation, Archives etc.
- **Liaison and Coordination:** Liaison with Govt. Departments and Ministry for the compilation, circulation and dissemination of required information.

Other Activities as and when required

- **Statutory Compliances under Companies Act, 1956:** This includes preparation of Agenda for timely conduct of Board Meetings, Audit Committee Meeting, Annual General Meeting of the Shareholders etc. Compilation of Minutes and its circulation for approval and further necessary action
- **Annual Action Plan-** Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for HR & Admin

Job Description of Project Managers

- **Tender Documents-** Finalization of tender documents with detailed TOR and scope of work for hiring of organization for services through competitive bidding
- **Legal issues:** Handling legal cases
- Any other task as and when assigned by Management

Job Description of Project Managers

9. Accounts & Finance

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Vertical	ACCOUNTS & FINANCE
Administrative Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Functional Reporting	GENERAL MANAGER – ACCOUNTS & FINANCE
Position	01
Place of Posting	Head Office, GLPC Ltd.
Qualification	MBA/PGDM/PGDBM in Finance or Chartered Accountant/Cost Accountant
Experience	<p>For MBA/PGDM/PGDBM in Finance, 5 years in Accounts & Finance and employed not below the rank of a Sr. Executive</p> <p>For Chartered Accountant/Cost Accountant at least 2 years of gainful experience in Accounts & Finance</p> <p>S/he should have worked in a development program/project/companies/organization. S/he should be instrumental in designing and developing the financial management system of development project/companies/Firms. Only applicants from required category need to apply.</p> <p>AND</p> <p>Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc</p>

Job Description of Project Managers

Other Requirements	Spoken, reading & written fluency in English & Gujarati is essential. Knowledge of Hindi is desirable Operational proficiency in MS Office, Internet, etc
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

Broad Area of Work

The Project Manager (Finance) shall assist the CFO in relation to fiduciary governance of the mission fund. S/he coordinates with CFO to oversee the finance and accounting system of all units, budgetary control, monitoring and control of financial management system, internal control functions at the state, district and block level.

The core functions to be performed by FO shall include:

- Prepare schedule and impart financial training to staff members at SMMU, DMMU and BMMU
- Ensure funds to the community are disbursed according to the standard protocol and records of the disbursement are maintained at all levels of the SRLM
- Advise various accounting centers to follow prudent financial norms and ensure fiduciary discipline at accounting centers
- Conduct Quarterly Review of financial progress against Annual Budget (quarterly target) and identify the variance to ensure that project is progressing as planned and to plug any deviation
- Review DMMUs and BMMUs in financial management aspects
- Maintain proper books of accounts and consolidating accounts
- Maintain all accounts at state level
- Prepare interim unaudited financial returns (statements)
- Maintain Accounting and Financial Procedures at DMMUs/BMMUs
- Maintain records of funds disbursed to the community from different accounting centers
- Incorporate internal controls in accounting system at various levels

Job Description of Project Managers

- Prepare stock statement and update Fixed Assets Register after proper physical verification at periodic interval.
- Assist external and internal audit team(s) in audit related matters
- Analyze monthly advances and ensure its proper accounting
- Reconcile Payments with expenditures on quarterly basis to ensure proper accounting
- Analyze statutory payments - deductions and remittances such as sales tax, income tax, EPF etc., to ensure that legal and statutory deductions and remittances are made in time regularly
- Any other task as and when assigned by Management

Job Description of Project Managers

10. Monitoring & Evaluation

Designation	PROJECT MANAGER
Level	MIDDLE MANAGEMENT
Responsibility	MONITORING & EVALUATION
Functional Reporting	Managing Director & Joint Managing Director
Administrative Reporting	Vertical Head HR & ADMIN
Position	01
Place of Posting	GLPC Head Office
Qualification	PG degree/diploma in Management/ Rural Management/MCA/MSW or BE/B.Tech from a recognized University
Experience	<p>5 years and above with minimum 3 years of Post Qualification relevant experience in Monitoring and Evaluation of development program in a development Project/large institutional set up/reputed company.</p> <p>AND</p> <p>Out of the above total experience, minimum 3 years of the experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc</p>
Other Requirements	<p>S/he should have good communication skill (both oral and writing) in English and Gujarati.</p> <p>Operational proficiency in Internet, MS Office etc.</p>
Age Limit	Max 35 years on the date of advertisement
Compensation	Upto Rs 40000/per month (commensurate with experience and Company's Policies)

Job Description of Project Managers

Broad Duties and Responsibilities

- Take leadership role in design, strategy and roll out of annual work plans, perspective plans under the Monitoring and Evaluation component for the district
- Undertake consultation with other thematic experts at NMMU/SMMU in order to identify important indicators affecting efficiency and effectiveness of project activities
- Promote enabling work environment in-order to maximize intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation.
- Facilitate development of M&E tools and reporting systems in consultations with other experts
- Extend cooperation and support to external agencies in proper implementation of Baseline, Midterm and End Term surveys.
- Take proactive role in design and integration of M & E tools to Web based MIS/Monitoring system to be installed for the project.
- Facilitate rollout and management of Web based MIS/Monitoring system with close coordination with external agency.
- Offer handholding support M&E component end ensuring timely flow of data in order to generate required Progress reports.
- Undertake field visits proactively for sample check of data through consultations with stakeholders
- Monitor the performance of the District/Block level Manager –MIS, M&E
- Undertake thematic studies on a periodic basis by collecting data from field level and sharing findings with NMMU/SMMU.
- Report regularly to NMMU/SMMU in form of generating periodic reports
- Any other task as allocated by competent authority

1. Administration

Designation	ASSISTANT PROJECT MANAGER-STATE
Level	MIDDLE MANAGEMENT
Responsibility	ADMINISTRATION
Functional Reporting	Vertical Head HR & ADMIN
Administrative Reporting	Vertical Head HR & ADMIN
Position	01
Place of Posting	GLPC Head Office
Qualification	Post Graduate Degree/Diploma in Business Administration
Experience	Min. 3 years into Office Administration or related task AND Minimum 3 years of the total gainful experience should be in Govt. /Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	S/he should have good communication skill (both oral and writing) in English and Gujarati. Operational proficiency in Internet, MS Office etc.
Age Limit	Max 30 years on the date of advertisement
Compensation	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
Job Responsibility	<ul style="list-style-type: none">➤ Office utilities, Logistics arrangements, Facilities maintenance, Conduct of Timely Meetings, Vendor Management, Monitoring the work of outsourced staff, Security.➤ Record Management: chronological records with segregation and grading of top priority correspondences, Classification of Files, Documentation, Archives etc., RTI Records, Correspondence (All Types), Staff Status Record➤ Keeping track of vendor contracts, timely settlement of bills and statutory dues.➤ Office Maintenance, Helping in day-to day functioning of offices.➤ Other tasks as and when assigned by thematic head

2. & 3. Skill Training & Placement and Skills Candidate Mobilization

Designation	ASSISTANT PROJECT MANAGER-STATE
Level	MIDDLE MANAGEMENT
Responsibility	Skill Training & Placement Related Activities
Functional Reporting	Vertical Head STP
Administrative Reporting	Vertical Head STP
Position	02 (01 Skill Training & Placement and 01 Skills Candidate Mobilization)
Place of Posting	GLPC Head Office
Qualification	Post Graduate Degree/Diploma in Business Administration/ Social Work/Social Sciences/Sociology from a recognized University
Experience	Minimum 3 years in the area of Rural Development AND Minimum 3 years of the total gainful experience should be in Govt. /Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	S/he should have good communication skill (both oral and writing) in English and Gujarati Operational proficiency in Internet, MS Office etc.
Age Limit	Max 30 years on the date of advertisement
Compensation	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
Job Responsibility	<ul style="list-style-type: none">➤ Organize placements for youth trained under the project.➤ Will be responsible for/will facilitate facilitating achievement of targets and also budget utilization at district level.➤ Facilitating the APM-Districts in converging with other line departments at the district level.➤ Ensure the systems and processes are in place at the districts.

	<ul style="list-style-type: none">➤ Preparation of files for administrative, financial approvals as per directions of GM.➤ Assists SPM-Jobs in all official matters.➤ Facilitate roll out of assessment study of current state Skill Training & Placement➤ Roll Out Micro Plan process➤ Develop innovative strategies to introduce activities for STP➤ Promote an enabling work environment to maximize intra thematic and cross thematic exchange of ideas, plans and strategies for implementation➤ Document case studies of best practices, success stories➤ Monitor the performance of District & Block Level STP team➤ Other tasks as and when assigned by Management
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4 & 5: Institutional Finance, Financial Inclusion

Designation	ASSISTANT PROJECT MANAGER-STATE
Level	MIDDLE MANAGEMENT
Responsibility	Microfinance & Institutional Finance Related
Functional Reporting	Vertical Head MF & IF
Administrative Reporting	Vertical Head MF & IF
Position	02 (01 for Institutional Finance, 01 for Financial Inclusion)
Place of Posting	GLPC Head Office
Qualification	MBA/PGDM/PGDBM- Finance or Banking & Finance from a recognized University
Experience	Min. 3 years in the SHG/Federations/SHG-Bank linkage model related to community institution model AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	S/he should have good communication skill (both oral and writing) in English and Gujarati. Operational proficiency in Internet, MS Office etc.
Age Limit	Max 30 years on the date of advertisement
Compensation	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
Job Responsibility	Institutional Finance <ul style="list-style-type: none">➤ Coordinating with stakeholders like other State Govt. Departments, SLBC, NABARD, Sponsor Banks, RSETIs and other stakeholders.➤ Develop network of and partnership with similar Institutions and financial Institutions/donor agencies.➤ Build partnership and linkages with private sector, civil society organizations, banks and other stakeholders as per the requirement of the vertical.➤ Maintain files, noting, documentation and correspondence and co-ordinate with various partner agencies and implementation agencies

- Help in finding new avenues for project promotion and expansion.
- Promote enabling work environment in-order to maximize intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation
- Perform any other task specially assigned by supervisory authority, in addition to all the above.

Financial Inclusion

- Take leadership in designing and development of annual work plans, perspective plans for the district under Financial Inclusion component.
- Develop innovative strategies to sensitize stakeholders in spreading awareness on importance of Financial Inclusion
- Liaison with Banks and other financial institutions at the district level specifically with commercial banks for fostering and pushing the SHG bank linkage program to ensure greater financial inclusion.
- Roll Out Micro Plan process for community institutions
- Render technical assistance and advice the BMMU on how to solve day to day implementation problems specifically related to financial inclusion;
- Guide project staff in improving the service delivery of government insurance and pension related schemes to the local community.
- Promote enabling work environment in-order to maximise intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation.
- Report regularly in form of generating MPR's, TTP, MTD's and other relevant reports. Any other task as allocated by Project Manager (MF&FI)

Perform any other task specially assigned by supervisory authority, in addition to all the above.

6. Skills - MIS & IT

Designation	ASSISTANT PROJECT MANAGER-STATE
Level	MIDDLE MANAGEMENT
Responsibility	MIS & IT
Functional Reporting	Vertical Head MIS & IT and STP (Skill Training & Placement)
Administrative Reporting	Vertical Head STP
Position	01
Place of Posting	GLPC Head Office
Qualification	B.E/B.Tech/MCA/M.Sc. IT or Computer Science
Experience	Min. 3 years in in Managing Information System AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	S/he should have good communication skill (both oral and writing) in English and Gujarati. Operational proficiency in Internet, MS Office etc.
Age Limit	Max 30 years on the date of advertisement
Compensation	Upto Rs 30000/per month (commensurate with experience and Company's Policies)
Job Responsibility	Roles and Responsibilities: (under Skills MIS & IT) <ul style="list-style-type: none">- Software development and maintenance- Data Maintenance- Data Feeding- Record Management- Generation of Reports- Any other task as and when assigned by Management/GM STP/GM IT& MIS

Job Description of District Livelihood Managers

Designation	DISTRICT LIVELIHOOD MANAGERS
Level	MIDDLE MANAGEMENT (TOP LEVEL)
Responsibility	GENERAL ADMINISTRATION AND PROJECT IMPLEMENTATION
Functional Reporting	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
Administrative Reporting	DIRECTOR, DISTRICT RURAL DEVELOPMENT AGENCY (DRDA)
Qualification	Post Graduate Degree in Business Administration/Social Work/Rural Management/NGO Management from a recognized university
Experience	<p>6 years out of which 3 years not below the rank of a manager in designing, implementing and monitoring projects in the areas of Agriculture/Rural Development/Women empowerment/Micro-finance.</p> <p>S/he should have experience in successfully leading large and multidisciplinary team as well as executing livelihoods program, liaisoning with district administration, having demonstrated leadership skills in rolling out organizational policies and interventions across District.</p> <p>Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc</p>
Other Requirements	<p>S/he should have good communication skill (both oral and writing) in English and Gujarati.</p> <p>Working Knowledge of Hindi</p> <p>Operational proficiency in Internet, MS Office etc.</p>
Age Limit	Max 40 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 50000/per month (commensurate with experience and Company's Policies)

Broad Duties and Responsibilities

- Provide leadership guidance in development and implementation of perspective annual work plan for the district
- Provide overall Leadership roadmap for executing of all Mission activities in the district with help of all thematic experts at DMMU
- Create an enabling work environment to maximize intra thematic and cross thematic exchange of ideas, plans and strategies for implementation
- Identify opportunities for convergence with various government schemes.
- Undertake necessary liaison and coordinate implementation of the project with all key stakeholders (district administration, line department, NGOs, technical agencies, banks, etc.)
- Provide necessary technical and management support to BMMUs and conduct regular review meetings
- Mentoring BMMUs staff to ensure effective rollout of Mission activities.
- Coordinate with lead bank / banks for bank linkage of SHGs to support the financial inclusion cell at SMMU.
- To ensure timely availability and disbursement of project funds
- Work in close co-ordination with SMMU
- Facilitate the rolling out of organizational system (HR, MIS, Admin, Finance, etc.) of the project.
- Make regular interaction with project stakeholders to check whether mission activities are aligned with the needs of the target community.
- Undertake regular monitoring through field visits
- Be responsible for regular reporting to SMMU in form of generating MPR's, QPR's and other relevant reports.
- Any other task as allocated by competent authority at SMMU

Desired Domain Knowledge and Experience

- Knowledge and experience of work in multi-disciplinary sectors including livelihoods models in rural setting in the state having successfully led teams at block and field levels.
- Knowledge of working with different line departments with verifiable track record of implementing programmes under the convergence model.
- Sound Knowledge of Planning, budgets and fund flow mechanisms of livelihoods promotion and poverty alleviation projects.
- Experience of having worked with vulnerable groups such as Women, Differently-abled,
- SC/STs and other under privileged sections aligning all their needs for livelihoods
- Experience in identifying and handholding best practices in livelihoods based projects.

Desired Competency and Attributes

- Ability to recognize complexity, analyze and act – Proactive in identifying issues and bottlenecks with ability to think Out of Box for innovative solutions.
- Intensity, Integrity and Intelligence – Willingness to travel ‘extra mile’ in order to work for communities with the ability to translate knowledge into purposeful action
- Inclusive Approach – Sensitive to needs to vulnerable and marginalized communities and including them in the development process
- Team Player- Thrives working in a large team with the ability to demonstrate leadership skills wherever required.
- Integrative Skills - Understands relevant cross-sectorial areas how they are interrelated; Articulate and demonstrate clear results – Possesses effective communication skills to deal with different stakeholders with ability to achieving objectives in challenging situations

Job Description of Taluka Livelihood Managers

Designation	TALUKA LIVELIHOOD MANAGERS
Level	MIDDLE MANAGEMENT (LEVEL LOW)
Responsibility	GENERAL ADMINISTRATION AND PROJECT IMPLEMENTATION
Functional Reporting	DISTRICT LIVELIHOOD MANAGER
Administrative Reporting	TALUKA DEVELOPMENT OFFICER (TDO)
Place of posting	Anywhere in Gujarat
Qualification	Post Graduate Degree in Social Work/Business Administration/Rural Management from a recognized University/Institutes.
Experience	Min. 3 years in Rural Development/Women Empowerment/Micro-finance S/he should have worked/managed a development programme in SHG//Co-operatives/Livelihoods/Micro-finance/Cottage promotion programme, leading a team of field workers. Experience in SHG Bank linkage and liaison with government officials is essential AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Excellent written & documentation skill in Gujarati is essential Working knowledge of Hindi & English is desired Operational proficiency in Internet, MS Office etc.
Age Limit	Max 30 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 20000/per month (commensurate with experience and Company's Policies)

Broad Duties and Responsibilities

- Strengthening the processes at the block level with handholding support to the Block teams on programme components.
- Overall Leadership and coordination of all Mission activities in the Block with help of all thematic experts at BMMU.
- Promote enabling work environment in-order to maximize intra thematic and cross thematic exchange of ideas, co-operation, plans and strategies for implementation.
- Identify opportunities and implement activities under convergence model
- Undertake necessary liaison and coordinate implementation of the project with all key
- Stakeholders (district administration, line department, NGOs, technical agencies, banks, etc.)
- Consolidation of plans prepared by community level institutions and facilitates implementation of the same.
- Provide necessary technical and management support to field staff i.e Cluster Co-ordinators and Area Co-ordinators and conduct regular review meetings
- Mentor staff at field level to ensure effective rollout of Mission activities
- Coordinate with lead bank / banks for bank linkage of SHGs with the support of the financial inclusion cell at DMMU and SMMU.
- Facilitate rolling out of organizational system (HR, MIS, Admin, Fin etc.) of the project
- Undertake regular interaction with project stakeholders to check whether mission activities are aligned with the needs of the target community.
- Undertake regular monitoring through field visits
- Report regularly to DMMU in form of generating MPR's, QPR's and other relevant reports.
- Any other task as allocated by competent authority at DMMU

Desired Domain Knowledge and Experience

- Knowledge and experience of work in multi-disciplinary sectors including livelihoods models in rural setting in the state having successfully led teams at block and field levels.
- Knowledge of working with different line departments with verifiable track record of implementing programmes under the convergence model.
- Sound Knowledge of Planning, budgets and fund flow mechanisms of livelihoods promotion and poverty alleviation projects.
- Experience of having worked with vulnerable groups such as Women, Differently-abled, SC/STs and other under privileged sections) aligning all their needs for livelihoods
- Experience in identifying and handholding best practices in livelihoods based projects.

Desired Competency and Attributes

- Ability to recognize complexity, analyze and act – Proactive in identifying issues and bottlenecks with ability to think Out of Box for innovative solutions.
- Intensity, Integrity and Intelligence – Willingness to travel ‘extra mile’ in order to work for communities with the ability to translate knowledge into purposeful action
- Inclusive Approach – Sensitive to needs to vulnerable and marginalized communities and including them in the development process
- Team Player- Thrives working in a large team with the ability to demonstrate leadership skills wherever required.
- Integrative Skills - Understands relevant cross-sectoral areas how they are interrelated;
- Articulate and demonstrate clear results – Possesses effective communication skills to deal with different stakeholders with ability to achieving objectives in challenging situations

Job Description of APM-Taluka

Designation	ASSISTANT PROJECT MANAGER-TALUKA
Level	LOWER MANAGEMENT
Responsibility	Any of the following functional division duties will be assigned: 1) Social Mobilization & Institutional Building 2) Social Development 3) Microfinance & Institutional Finance 4) Skill, Cottage Industry & Rural Services 5) Farm Livelihoods
Functional Reporting	Vertical Head of the Functional division, District Livelihood Manager and APM District
Administrative Reporting	TDO (Taluka Development Officer) and TLM (Taluka Livelihood Manager)
Place of Posting	---
Qualification	Graduate in BSW/BBA/BRS/BSc Agriculture Post Graduate Degree in MSW/MBA will be preferred
Experience	3 years and above in development programme in SHG movement/Rural Livelihoods/Micro-finance promotion programme will be an added advantage AND Minimum 3 years of the total gainful experience should be in Govt./Semi-Govt. Companies, Institution, Boards, Societies, Agencies, Corporation, etc
Other Requirements	Written & documentation skills in Gujarati is essential Working Knowledge of English/Hindi Knowledge of Internet, MS Office etc. Experience in Govt. Sector (PSU), Social Sector will be preferred
Age Limit	Max 30 years, relaxable by 5 years for Reserved Candidate
Compensation	Upto Rs 15000/per month (commensurate with experience and Company's Policies)
Job Responsibility	➤ As assigned by Functional division, District Livelihood Manager, TDO & TLM