

G V M	গ্রাম্য বিকাশ মঞ্চ			Address
	GRAMYA VIKASH MANCHA			Vill. : Kardaitola (Near Barbari Chowk)
	গ্রাম্য বিকাশ মঞ্চ			P.O.- Barbari Via.: Kalag Pin-781351 Nalbari (Assam)

Ref.

Vacancy Announcement

Date : 28 12 2023

Announcement No: GVM/ VA/external/05/2023

Applications are invited from eligible candidates for filling up different positions, mentioned below, in Gramya Vikash Mancha (GVM), situated at village: Kardaitola, P.O: Barbari, PIN: 781351, District: Nalbari, Assam

Applications are invited for following Positions:

Sl	Name of position	Number of vacant position	Essential qualification/Experiences	Period of engagement	Honorarium
1	Project Manager	1 Nos.	<p>Educational Qualification: Candidates holding Masters in Agronomy, Horticulture, Soil Science, Agro forestry, Plant Pathology or Rural Development is eligible</p> <p>Experience Required: - Minimum 3-5 years professional experience in the similar field, preferably in a agriculture project working on the issues of smallholder farmers and natural resource conservation.</p>	Initially for a period of 12 months (Including 2 months' probation period), which may be extended based on performance	Organization will provide a consolidated amount of INR 42000/- per month, which also include social security cost, relevant taxes. Travelling Allowance will be provided according to the policy of the organisation
2	Animator	2 Nos.	<p>Educational Qualification: Diploma in Agriculture related domain or social work having at least 2 years of experience or Graduation in any domain with 1 year of experience of working at grass root level in similar kind of projects..</p> <p>Experience: Working experience in the agriculture projects shall be an added value</p>	Initially for a period of 12 months (Including 2 months' probation period), which may be extended based on performance	Organization will provide a consolidated amount of INR 18,000/- per month, which also include social security cost, relevant taxes. Travelling Allowance will be provided according to the policy of the organisation

Interested person can mail soft copy of application (in Specified Application form) along with updated CV to: a.coordinatorgvm@gmail.com

Last date for submitting application: **06/01/2024. Before 5pm**

Selection procedure: Candidates will be selected through different procedural stages of interview.

Tentative date for interview: Interview will be held before **25th January, 2024**. Shortlisted candidates will be informed by email and over telephone/ mobile, details about interview (date, venue, and time) in three days advance.

Job description against each position is attached herewith. For further information, if any, please call at +91 8134832196/+91 7002664337 (from 10.30 am to 5.30 pm).


President, GVM

Date: 28/12/2023
President

Gramya Vikash Mancha

GVM is non-profit, people oriented developmental organisation, registered under society registration Act. XXI of 1860
Society Regd. No. RS/NAL/B/246/39 of 2000-2001, FCRA Regd No. 020640005
Telephone No. (03624)291232 :: email: gvmassam@gmail.com :: website: www.gvmassam.org



Project Manager

JOB DESCRIPTION

About Gramya Vikash Mancha(GVM)

Gramya Vikash Mancha is a non-political, secular, non-profit and professionally managed people oriented developmental organization, registered under Society Registration Act XXI of 1860. GVM was established in 1999 and since then the organization has been working with a vision to create a peaceful, prosperous, egalitarian and exploitation free society in every village. GVM is based in Vill: Kardaitola (Near Barbari Chowk); P.O.- Barbari, Via: Kalag; Dist: Nalbari, Assam, India; Pin: 781351

Post Title	: Project Manager
Duty Station	: Baksa District. The project will be implemented in two clusters, one under Baska development block and another under Barama development block in Baksa district, BTR.
Programme Supervisor	: Project Director
Duration	: Initially for 12 (Twelve) months with possibility of extension
Type of Contract	: Project Contract

Role: Manage the overall implementation of the GIZ Supported Project in the Baksa district of Assam.

KEY RESPONSIBILITIES

Programme Management

- Overall responsibility for implementation of the Natural Farming Project.
- Plan and implementation of the approved project interventions in the proposed districts
- Formation and strengthening of various farmers institutions in the designated NF Clusters in coordination with CRP and CF
- Ensure a professional relationship with district departments like Agriculture, Horticulture, ASRLM, Animal Husbandry, KVK, and other potential institutions
- Facilitate the development and management of Farmers institutions like CHC, CSC, FSC, BRC and other potential community-based structures in coordination with local departments.
- Ensure quality and result-oriented monthly, quarterly, half yearly and annual review
- Ensure action-oriented planning of the interventions in the proposed clusters
- Preparation of reports as per the framework of the project and ensure timely updating of project MIS
- Interfacing with district administration/research/extension officials and develop networking plans as per the project requirement

Team Management

- Manage a team of animators to deliver quality results as per the project requirements and ensure coordination among team members for task planning, reviews, mutual learning exercises to promote innovations in the project.


Admin Co-ordinator
Gramya Vikash Mancha



Project Manager

- Coordinate the task planning and target settings for the team to achieve project goals
- Plan and execute the capacity building of the team members based on project requirements.

Administration and Finance Management

- Ensure the timely assistance in the project related procurements as per the guidelines
- Timely reporting of administration related task to the reporting officer.
- Plan and manage financial outlay of the programme for implementation.
- Prepare project forecast and coordinate with the reporting officer for timely implementation.

Qualification and Requirements

- Candidates holding Masters in Agronomy, Horticulture, Soil Science, Agro forestry, Plant Pathology or Rural Development is eligible
- Minimum 3-5 years professional experience in the similar field, preferably in a agriculture project working on the issues of smallholder farmers and natural resource conservation.
- Good knowledge of computer applications; especially in developing and managing data/information, presentations, reporting etc.
- Experience in village-level implementation of programmes related to agriculture, food security, climate change and natural farming, etc.
- Experience in managing a team specially to deal with sensitive and confidential information in a professional manner.
- Skills in organizing theme-based meetings, conferences, campaigns at the district levels.
- Excellent inter-personal skills, listening skills, verbal and written communications skills.
- High standards of conduct sound work ethics and service delivery approach.
- Must be willing to travel extensively and stay in project locations.

Length of Assignment

The appointment will be on contract basis, extendable on the basis of performance in the project period.

Honorarium

The candidate will be paid Rs.42000/- + TA per month for the service he/she delivers according to the requirement.


Admin Co-ordinator
Gramya Vikash Mancha



Animator

JOB DESCRIPTION

About Gramya Vikash Mancha(GVM)

Gramya Vikash Mancha is a non-political, secular, non-profit and professionally managed people oriented developmental organization, registered under Society Registration Act XXI of 1860. GVM was established in 1999 and since then the organization has been working with a vision to create a peaceful, prosperous, egalitarian and exploitation free society in every village. GVM is based in Vill: Kardaitola (Near Barbari Chowk); P.O.- Barbari, Via: Kalag; Dist: Nalbari, Assam, India; Pin: 781351

Post Title	: Animator
Duty Station	: Any one cluster (The project will be implemented in two clusters, one under Barama and another under Baska development block) in Baksa District, BTR.
Programme Supervisor	: Program Manager
Duration	: Initially for 12 (twelve) months with possibility of extension
Type of Contract	: Project Contract

Key Performance (Role):

Manage formation of farmers' institutions (FG, SHG, FPO/FPC), facilitation in coordination with Community Resource Person (CRP) and Champion Farmer (CF) to identify Natural Farming (NF) Clusters, Farmers practicing Natural Farming, Farmers and Community Mobilisation, Stakeholder networking and linkages for various schemes, field facilitation, implementation of project activities in Mushalpur (Baska) and Barama Natural Farming Cluster of Baksa District.

KEY ACCOUNTABILITIES

Programme Management

- Travel and visit to the designated villages under NF Cluster for farmers mobilization and formation/revive/Strengthening of farmers institutions like (FG, SHG, CSC, CHC, FSC, FPO/FPC etc.).
- To meet once a month all the community-based institutions like Gram Sabha, Women self-help groups, and stakeholders (*Health department, Anganwadi, Agriculture, Horticulture, Animal Husbandry, MGNREGA and Soil conservation department*) and ensure effective coordination and consultation for convergence of basic service facilities.
- Participate in village level farmers' meetings and help in identify issues and facilitate discussion for localized solutions.
- Ensure all relevant data and information from the field are captured and monthly reports to be shared with the Project team
- Submit month wise plans, reports, timesheet, logbook to the Project team
- Establish linkages with relevant departments and organizations for better implementation of the project activities

Documentation Management

- Maintaining database of his/her respective villages/cluster and submit to the project manager as and when required basis


Admin Co-ordinator
Gramya Vikash Mancha



Animator

- Preparation of reports of each activity (narrative report, photographs, and signatures of meetings) in the field and submit it to project manager
- Provide proper bills/invoice for each activity and submit them to the project manager for verification and further process of approval.

Administration and Finance Management

- Ensure the timely assistance in the program activities as per the approved timeline
- Record and report the expenditures based on plan and as per the project guidelines.

Qualification and Requirements

- Diploma in Agriculture related domain or social work having at least 2 years of experience or Graduation in any domain with 1 year of experience of working at grass root level in similar kind of projects.
- Working experience in the agriculture projects shall be an added value
- Candidate should be flexible, enthusiastic, and an energetic team player
- Well inter-personal skills, listening, verbal and written communications skills in local language is essential.
- High standards of conduct sound work ethics and service delivery approach.
- Must be willing to travel extensively and stay in project locations.

Length of engagement

The appointment will be on contract basis, extendable on the basis of performance based on the project.

Honorarium

The candidate will be paid Rs.18000/- + TA per month for the service he/she delivers according to the requirement.


Admin Co-ordinator
Gramya Vikash Mancha