

Position: Associate Program Manager (15)

Project Location: ASSAM

Compensation: INR 30,000 to 35,000 PM, negotiable

Closing Date: 10th April 2018

About Centre for Microfinance & Livelihood (CML): As an Initiative of the Tata Trusts, CML imbibes the larger vision, values and goals of the Trusts, carrying along with it, its core competence in capacity building, linkage, facilitation and implementation. Currently, CML is intensively focusing in the states of Manipur, Assam, Tripura, and regions of Meghalaya, under its efforts of Skilling youths, establishing state of the art facilities for promoting Sports and promotion of rural livelihoods.

CML-TATA TRUSTS is currently looking for suitable candidates to be engaged in its new flagship project, named as Assam State Initiative, to be implemented in 7 Blocks across 5 Districts of Assam. It is a 3 year project with key focus on promoting rural livelihoods through Agri based interventions involving production & promotion of star crops, promotion of improved agricultural techniques and practices, promotion of orchard development model along with initiatives focusing on creation of sustainable community institutions and enterprises, women empowerment, entrepreneurship development of youths and fostering marketing linkages for the farmers.

The position of Associate Program Manager (APM) will be placed in the blocks – Chhaygaon, Boko, Chayani Barduar (Kamrup, Rural), Borigog Bonbhag (Nalbari) and Lakhipur (Goalpara). Responsibility for the above position will be that of village level planning, implementation and monitoring of the various project components of the initiative. She/he will be responsible for social mobilization and awareness generation about the project in their assigned areas. She/he will be responsible to ensure timely deliverables and outreach of the project components. She/he will also be leading and managing the human resources during implementation of the project. This position will be reporting to the Cluster Team Managers in the Cluster Management Units.

Key Responsibility:

- **Leadership and Team Management:** The APM will be responsible for managing the human resources in assigned areas. She/he will be responsible for grass root level physical and financial plan and operation management of the project activities in an efficient and effective manner.
- **Implementation:** The APM will be responsible for effective implementation of the project activities, adhering to the Standard Operational Procedure (SOP). She/he will be responsible for ensuring that the package of practices (POP) for the various livelihood activities. She/he will be responsible for promotion and nurturing of the Community Based Organizations

(CBOs). She/he will be responsible for livelihoods component based Micro Credit Planning (MCP), demand generation, ensuring procurement and implementation.

- **Financial Management:** The APM will be responsible for financial planning, tracking of transactions and overall management system. She/he will be responsible for ensuring judicious and effective utilization of budgets as per the project guidelines.
- **Monitoring and Documentation:** The APM will be responsible for monitoring and review of the project activities time to time. She/he will also be responsible for ensuring proper documentation of implementation procedures, best practices, books and records.
- **Reporting and Compliance:** The APM will be responsible for assisting in timely preparation and submission of various periodic reports/database including physical and financial components of the project. She/he will be responsible for regular and timely updates of information and data required as per the MIS system.

Functional Competency:

- Should be an efficient team player.
- Ability to work under pressure with full professional discretion
- Ability to plan, prioritize and deliver tasks on time to meet goal(s)
- Ability to articulate and report progress and achievements.
- Respectful and sensitive towards cultural, gender, ethnicity and religious diversity.
- Should have functional competency in MS Word, MS Excel, PPT and internet.

Qualification:

Graduate in Agriculture/Veterinary Science/ Fishery Science/Engineering/MSW/ MARD/MBA/Post Graduate in any other discipline from a Govt. recognized Institutions/University.

Experience:

- Minimum 2-3 years onground sectoral experiences in rural development field.
- Candidate having experiences in implementation/management of agri-allied program/projects will have an advantage.

Language:

- Fluency in written and spoken English.
- Written and spoken Assamese will be an additional asset.

Interested and suitable candidates may send their application for the position to cmladmin@tatatrusters.org

*Application form may be obtained by downloading the same from the CML website