

Position: Cluster Team Manager (5)

Location: ASSAM

Compensation: 40,000 to 45,000 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 Cluster Team Manager (CTM) 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 Team Managers in the Project Management Unit.

Key Responsibility:

- **Leadership and Team Management:** The CTM will be responsible for leading and managing the team in the cluster management unit. She/he will be responsible for cluster level planning, operation, monitoring & reporting of the project activities. She/he will be responsible for team building and mentoring ensuring quality work environment.
- **Implementation:** The CTM will be responsible for successful implementation of the project components in alignment with the mission, vision and goal of the project. She/he will be responsible for operations as per the Standard Operational Procedure (SOP). She/he will be

responsible for assisting in developing and implementing business plans for the community enterprises in consultation with the enterprise wing of the initiative.

- **Financial Management:** The CTM will be responsible for Financial Budgeting and Management of finance for the Unit. She/he will be responsible for preparation of periodic requirement of funds for their unit. She/he will be responsible for judicious and effective utilization of the allocated budgets as per the guidelines of the project.
- **Monitoring and Documentation:** The CTM will be responsible for monitoring and evaluation of the implementation and progress of the project components in the unit. She/he will also be responsible for ensuring proper documentation of implementation procedures, best practices, books and records
- **Reporting and Compliance:** The CTM will be responsible for timely preparation and submission of various periodic reports/database. She/he will be responsible for regular and timely updates of information and data required as per the MIS system of the project. She/he will also be responsible for adhering to the required compliances.
- **Representation and Convergence:** The Team Manager will be responsible for representing the organization and the initiative in public and private forums in its true sense. She/he will also be responsible for successfully showcasing success stories, liasoning, exploring opportunities of leverage and convergence for the initiative.

Functional Competency:

- Should be an efficient team manager providing space for growth and learning.
- 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 reporting 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:

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

Experience:

- Minimum 4-5 years of on the ground experience in agriculture/livestock sector development, Agriculture marketing, Community/Enterprise development and business planning, Community/Community Based Institution development or related field.

- Experience of managing and leading a team.
- Experience of business model development of community based institutions/microfinance will be an added 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

*To be Applied in the CML Bio Data Form only