**National Rural Livelihood Promotion Society**

**National Rural Livelihoods Mission**

**Ministry of Rural Development**

**7th Floor, NDCC-II, Jai Singh Road, New Delhi-01**

**Vacancy in National Rural Livelihood Promotion Society**

The Government of India has launched Aajeevika-National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD). The mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase household income through sustainable livelihoods and improved access to financial and public services. To implement the mission, GoI has constituted National Rural Livelihood Promotion Society (NRLPS) to provide Technical Assistance to all states. A multidisciplinary professional team, has been constituted in NRLPS. This team consists of senior professionals, experienced consultants and young professionals. The details about NRLM and its structure can be seen at [www.aajeevika.](http://www.aajeevika.in/)in

In this light, NRLPS is identifying and placing suitable professionals in various thematic units. Applications are invited from suitable candidates for the positions of **Mission Manager – Community Institution & Capacity Building**

at NRLPS, New Delhi.

L2- Minimum Rs. 1, 00,000/- to 1, 34,009/- per month plus travel related reimbursable as per NRLPS norms

**Educational qualifications and desired skillset required are provided below.**

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| Position/ Level | Educational qualification required | Key competences required |
| L2 Mission Manager –  Community Institution & Capacity Building | Post Graduate Degree in any discipline from reputed academic institution | **Essential:**  Minimum 10 years of work experience of which s/he should have at least 5 years’ experience at the National/State level in the community mobilization, institution building and capacity building of rural poor in a large scale community driven development project/poverty reduction project/livelihoods project.  **Desirable:**  The person should have capabilities in implementing social mobilization strategies for poor in large scale poverty reduction programme. S/he should have experience working with community institutions in rural areas. Developing strategy for identification, developming, of community resource person (CRP), master trainers, training manuals and leding capacity building programme. Programme management skill would also be required with experience counted in terms of ability to navigate procurement of partners, managing partnership and leading a team of experience professionals/experts, etc.  The person should have proven track record of-   * Working with state/central government programmes of large scale. * Implementing livelihoods/poverty reduction programme at scale * Closely working with poor communities and promoting their institutions * Excellent negotiation and reporting skills |
| **Job Description**  Designation: Mission Manager- Community Institution & Capacity Building  Reporting to: JS (RL)/Lead- IB & CB  **Job Description:**  Under the overall guidance of JS(RL), DAY-NRLM and direct supervision of Lead- IBCB, the Mission Manager- Community Institution & Capacity Building will:   1. Development of Community Institution & Capacity Building  * Provide technical support to State Rural Livelihoods Missions (SRLMs) in the development of community institution and their capacity building. * Provide inputs for the development and design of Community Institution Transaction System. Development of Transaction System user manual and its roll-out. * Development of mechanisms, structures and systems for Capacity Building of national, state, district, block and field teams, Community Cadres and Community Institutions.  1. Community Funds  * Tracking the disbursement of community funds.  1. Supporting states on the rotation of community funds. 2. Human Resource Management  * Development/revision of Human Resource Manual. * Supporting states in the customization of HR Manual, recruitment of human resources, induction process, performance management system and other HR services.  1. Development of project document  * Preparation of advisory, protocols, guidance note, training modules, materials and other project documents. * Development of Terms of Reference (ToR), request for proposal (RFP) and related documents for the hiring of technical agencies and their management.  1. Technical Support  * Guiding states on the development of annual action plan/innovation fund proposals/projects and its approval.  1. Provide necessary support to SRLM’s in the rolling-out of Annual Action Plans. 2. Perform any other related tasks consistent with the level of the post and/or assigned by the Mission Director, DAY-NRLM. | | |

Please note that the tenure of the position would be initially for 1 year on contract basis and extendable based on performance review. Please apply by furnishing the details in the prescribed format along with CV on e-mail- [nrlps.advt@gmail.com](mailto:nrlps.advt@gmail.com%20) . The last date for submission of application along with the CV is 18th July 2019, 1700 hrs. (IST).

**Please note that application submitted without information in the prescribed format will not be considered**

**Application form**

**National Rural Livelihood Mission**

**Position Applied For:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Father’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Date Of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Address For Correspondence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. E-Mail : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Tel/Mobile No:. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Educational Qualification: Start from Highest Degree

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| Degree/Diploma Certificate | Year | College/Institute | Board/University/Institution | Subjects | Division/Marks |
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1. Experience:

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| S.No | Name Of Organization | Designation | Tenure in months | Responsibility/Assignment | Achievements |
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| Total Experience in years | | |  |  |  |

1. Language

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| Language | Read | Write | Understand |
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1. Computer Proficiency:
2. Any Other Relevant Information that Applicant may like to add :
3. References :

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| --- | --- |
| Name | Address |
|  | Tel No/Mobile:  E-Mail Address: |
|  | Tel No/Mobile:  E-Mail Address: |

Date: Name:

Place: Signature: