



Convergence of Agricultural Interventions in Maharashtra (CAIM)

1st Floor, Sahakar Sankul, Kanta Nagar, CAMP, Amravati- 444602 Phone: 0721-2552475

Inviting applications for the Appointment of Contractual Staff

CAIM - Recruitment – 15th Jan 2018 Government of Maharashtra's Convergence of Agricultural Interventions in Maharashtra (CAIM) programme assisted by International Fund for Agricultural Development (IFAD) and Sir Ratan Tata Trust (SRTT) is being implemented in distressed districts of Vidarbha namely Akola, Amravati, Buldhana, Wardha, Washim and Yavatmal. Project completion date is 31st Dec 2018.

Project would like to appoint personnel on Contract basis at Programme Management Unit (PMU) - Amravati.

Sr. No.	Name of the Post	No. of Post Vacant/Waiting	Consolidated Salary per Month
1	Additional Project Director (PMU)	1	Rs. 75,000/-*
2	Accounts Officer (PMU)	1	Rs. 52,500/-*
3	Administrative Officer (PMU)	1	Rs. 43,300/-*
4	Agri Business Expert (PMU)	1	Rs. 43,300/-*
5	Monitoring & Evaluation Officer (PMU)	1	Rs. 43,300/-*
6	Knowledge Management Expert (PMU)	1	Rs. 43,300/-*
7	Junior Accounts Officer (PMU)	1	Rs. 40,000/-*
8	Agri Business Expert (DPMT) – Wardha	2	Rs. 39,000/-*

For eligibility details and to download prescribed application format kindly visit www.msamb.com Eligible candidates must send their applications strictly in prescribed format on above mentioned address /or email on caim_pmu@msamb.com on or before **15th Feb 2018**.

Note – Only shortlisted candidates will be called for personal interview and documents verification. Final decision regarding interview call lies with the selection authority.

Final selection will be done on the basis of written examination if necessary and personal interview.

Project Director

IMPORTANT NOTES

1. If candidate is willing to apply by e-mail; he/she should send the application only in ".doc, .docx, .pdf" file format. No other file formats (*.jpg, *.png etc.) will be accepted.
2. Candidate need not send any other document except the filled application in prescribed format.
3. The Project Director is authorized to change the no. of post as per requirement.




Project Director (CAIM) &
Commissioner, Amravati Division,
Amravati

<p align="center"><u>For Office Use, Only</u></p> <p>Post Code:POST NAME.....Jan - 2018</p> <p>Application No. _____</p>

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**CONVERGENCE OF AGRICULTURAL INTERVENTIONS IN
MAHARASHTRA (CAIM)**

Application Form for the post of

Sr. No. of Post _____ Name of Post _____

(A) Personal Details

Date of Application		
Name (in BLOCK CAPITALS)		
Date of Birth (dd/mm/yyyy) (Age as on 01-01-2018)		
Address for Communication		
Contact Information:	Landline	Mobile
	Email	

(B) Educational Qualification:

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post-Graduation					
Graduation					
Diploma					
Specialized Training					
Other Education					

(C) Competency:

***Attach Additional sheets, if required.**

Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position. (e.g.: Project management, Leadership, Team work, Negotiator/communicator, Facilitator of Change, Performer etc.)

(D) Experience

***Please list beginning from most recent**

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

(E) Experience Relevant to the Post Applied:

(F) References with contact details:

1.
2.

(G) Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

(Signature of the Applicant with Date)

Sr. No. 01 Post of Additional Programme Director (PMU) (Amravati)

(1) Eligibility Criteria Post of Additional Programme Director (PMU)

Qualification - Postgraduate University Degree in agricultural economics, economics, management or comparable professional qualifications

Experience -related experience of minimum 8 years

Additional Qualification -Additional Programme Director (PMU) must have agricultural economics or agronomist, agricultural engineer, agricultural extension, natural resources management including soil and water conservation specialist, with a proven track record of management capacity, integrity, and exposure in agriculture or related areas.

(2) Job Requirements Post of Additional Programme Director (PMU)

The Additional Programme Director of the PMU will primarily be responsible for the day-to-day management of the project by assigning responsibilities to other members, guiding them and coordinating their work. The main responsibilities of the Additional Programme Director will include:

- Guide, supervise and coordinate of the activities and functions of core team of the PMU and also act as member-secretary to PSC, if authorized by Programme Director;
- Liaison with relevant line agencies and departments, banks, private sector and other sources and ensure convergence of funds for all sub-projects identified under the project and evolve methods for using these facilities;
- Coordinate the training programme of at Project level;
- Liaison and coordination with all key stakeholders and line departments and also with the on-going donor programmes in the project area districts;
- Keep close association with IFAD Supervision Missions and provide them with updated data and any other inputs;
- Flag the policy gaps and identifying critical issues in project implementation and submit them to the PSC for the consideration, and take actions to address the constraints at appropriate level;
- Promote the exploration of improved development strategies for the project area districts through the establishment of think-tanks, organizing seminars and workshop with national experts;
- Contract research institutions, development organisations, NGOs, private sector organisations for promoting organic farming, contract farming and also for the low-input sustainable agriculture;
- Commissioning agencies for undertaking market development surveys, product development, sub-project feasibility studies and overseeing their implementation;
- Ensure project expenditures are in accordance with the provisions of IFAD Loan Agreement;
- Ensure that the Financing Agreement covenants are completed before the specified dates;
- Ensure that the annual work plans and budgets (AWP&B) are prepared and submitted in accordance with the project loan documentation to the PSC for approval;
- Ensure that the loan Withdrawal Applications are submitted to IFAD in time and in accordance with expenditure categories;
- Ensure that the project financial and physical progress reports are submitted in compliance with the programme documentation and requirements of IFAD and the government including the RIMS and other indicators;
- Undertake field visits for coordination, meetings with the district PMTs, NGOs, the project beneficiaries such as SHGs, JLGs etc.
- Prepare regular quarterly reports for the PSC, and in consultation with the Divisional Commissioner, Amravati and Programme Director, facilitate convening the meetings of the PSC and keep record of all minutes and provide compliance reports
- Comply and the tasks assigned by the Project Authorities.

(3) Remuneration Post of Additional Programme Director (PMU)

Honorarium Rs. 75,000/-* per month (Consolidated)

Sr. No. 02 Post of Accounts Officer (PMU)

(Amravati)

(1) Eligibility Criteria Post of Accounts Officer (PMU)

Qualifications – Postgraduate degree in commerce, accounting, finance or comparable post graduate professional qualification with good academic record.

Experience – minimum of 6 years professional experience in financial management, preferably in managerial position.

Additional Qualifications – Candidates with previous experience in Rural Development projects and aptitude for working in the rural areas will be given preference.

The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Accounts Officer (PMU)

The Accounts Officer will be responsible for all financial transactions and work with close coordination with the project coordination team and Accountants at Block and district levels.

He/she will report to the Project Director directly. His/her functions and responsibilities will essentially include:

- Contributing to the preparation of the programme implementation and financial manuals
- Facilitating timely disbursement of programme funds to districts, Blocks, NGOs, Gram Panchayats and SHGs and compiling SOEs for the Project and submitting them to the Project Coordinator
- Ensure that the expenditures are in accordance with IFAD Financing Agreement
- Maintain Project Accounts
- Coordinate with the DPMTs and NGOs to ensure that the statement of expenditures (SOEs) are prepared and sent to PMU on time
- Prepare guidelines for procurement and facilitate procurement of goods and services in accordance with IFAD Financing Agreement
- Ensure that the project accounts are audited in time and audit reports are sent to IFAD; and
- Such other duties as may be assigned by the project director including attending all PSC meetings and assisting the C-AIM Partnership Committee in compiling his/her reports.
- Any other duties as may be assigned by the Project Director.

(3) Remuneration Post of Accounts Officer (PMU)

Honorarium Rs. 52,500/-* per month (Consolidated)

Sr. No. 03 Post of Administrative Officer (PMU)
(Amravati)

(1) Eligibility Criteria Post of Administrative Officer (PMU)

Qualifications – Postgraduate in any discipline having MBA (HR), Law or comparable post graduate professional qualification with good academic record.

Experience – minimum 5 years of relevant experience of working in Internationally Funded Programme or working in Government Programme/s.

Additional Qualifications – S/he should have an ability to work as an integral part the team and required to have strong interpersonal and practical problem-solving skills. S/he should also have strong written and communication skills in Marathi and English with high proficiency in computer software application.

Candidates with previous experience in Rural Development projects and aptitude for working in the rural areas will be given preference. The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Administrative Officer (PMU)

The key responsibilities of the Admin Officer: -

Administration and Management

- Monitor and support day-to-day personnel and administrative operations in consultation with management team of CAIM.
- Provide quality administrative support in preparation of reports, presentations, letters, filling and timely communications.
- Work as a Asst. Information Officer under RTI act.
- Monitor the code of conduct, cleanliness and decorum of the office premises.
- Responsible for housekeeping services, repair maintenance and up keepment of assets of the programme and logistics.
- Interaction with IFAD, Govt and other agencies.
- Legal advice

Personnel & HR

- Responsible for recruitment process of the programme.
- Maintain all personal records (personal files) pertaining to employees' appointment, leaves, training, performance appraisal reports etc. and update regularly.
- Maintain an updated database of Terms of references for all staff/consultants and follow up on staff/consultants and ensure timely submission and filing of their performance reports in line with the provision of their ToR.
- Prepare and update staff contracts. Review staff employment conditions.
- Prepare, maintain and up-date standard employment contracts.
- Support for organizing Trainings
- Provide orientations to new staff.

Finance and Procurements

- Responsible for procurement of the services for the programme and assisting the sector heads for procurement of professional services.
- Processing the Bills according to the defined process in CAIM.
- Willingness to undertake additional responsibilities and initiative is vital.

(3) Remuneration Post of Administrative Officer (PMU)

Honorarium Rs. 43,300/-* per month (Consolidated)

Sr. No. 04 Post of Agri Business Expert (PMU)
(Amravati)

(1) Eligibility Criteria Post of Agri Business Expert (PMU)

Designation	Educational Qualification	Experience
Agri Business Expert (PMU)	Full time MBA / PGDBM in Agricultural or relevant field. Or Post Graduate in Agriculture / Horticulture / Agricultural Engineering	At least 5 years' experience in Agriculture Marketing or Agriculture Marketing Project Management
	Note: - Candidates having relevant Experience with good academic record & innovative ideas will be preferred.	

(2) Job Requirements Post of Agri Business Expert (PMU)

The key responsibilities of the Agri Business Expert: -

- Along with the NGOs and private sector players, initiate actions to empowering the rural women to participate in markets effectively by increasing their awareness about the functions of markets and prices, the importance of quality and standards, increasing their participating in decision-making and negotiating through training;
- Initiate actions to promote producer groups or companies to increase their bargaining power in the market place and to gain the benefits of market institutions, such as warehouse receipt systems and commodity exchanges; ensure that this is underpinned in training in the potential benefits of forming such groups;
- Ensure that the SHGs, JLGs and CMRCs have a presence on local and regional fora associated with marketing improvements;
- Arrange facilities to improve the ability of SHGs, JLGs and CMRCs to overcome their cash constraints through linkages with banks and market institutions;
- Create and strengthen discussion between the private sector and SHGs, JLGs and CMRCs for enhancing the market environment, particularly with regard to prices and quality;
- Identify viable and technically feasible and financially viable sub-projects that are linked to markets and can be undertaken by the target group HHs in particular the SHGs, JLGs and CMRCs and also explore the funding and financing possibilities including convergence;
- Scout for PPP arrangements for the sub-projects such as contract farming, organic farming, milk production and collection centers, grain storage and ware houses etc.;
- Identify micro-enterprises that have market and production potential and develop viable models for support and financing;
- Arrange training for the SHGs, JLGs and CMRC staff regarding quality and thereby ensuring better prices; and
- Facilitate investment in milling and processing units for primary processing within villages to make the task of milling more convenient for women by arranging medium term credit and organizing JLGs and SHGs;
- Prepare quarterly and annual reports based on the MIS data and field visits and also undertake problem specific field visits to the operating SHGs, JLGs and CMRCs and provide guidance to improving their performance and operations;
- Carry out specific market and commodity analysis to bring improvement in marketing and ensure better returns to the SHGs and in this respect, establish linkage with the private sector players and draw specific plans for development; and
- Any other duties as may be assigned by the programme coordinator including attending the PSC meeting and assisting the PC in compiling his/her reports.

(3) Remuneration Post of Agri Business Expert (PMU)

Honorarium Rs. 43,300/-* per month (Consolidated)

Sr. No. 05 Post of Monitoring & Evaluation Officer (PMU)
(Amravati)

(1) Eligibility Criteria Post of Monitoring & Evaluation Officer (PMU)

Qualifications – Post Graduate university degree in Economics, Statistics, Finance or relevant field with good academic record.

Experience – relevant working experience with minimum of 5 years' experience in M&E functions. Preference will be given to Retired Government Officer.

Additional Qualifications -The MSAMB will assign a candidate for above positions subject to meeting the above criteria or Recruit from the market with appropriate background and experience and qualification to the satisfaction of IFAD. The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Monitoring & Evaluation Officer (PMU)

- Ensure the establishment and operations of the overall programme monitoring and evaluation systems including the RIMS survey and in compliance with the overall requirements of the GoM in Project year 1;
- Ensure that the M&E of the participating institutions is adequate to provide the required information for timely preparation and submission of periodical progress reports;
- Prepare periodical reports required by IFAD, co-financers and GoM;
- Carry out the M&E functions including direction of baseline surveys and impact assessment studies in the project area blocks; India: Convergence of Agricultural Interventions in Maharashtra PROJECT IMPLEMENTATION MANUAL 71
- Work in close coordination with the participating NGO and private sector agencies and obtain and secure required data and information on a regular basis;
- Undertake field visit, along with the NGO staff, where necessary and make on the spot assessment and validation of the progress reports submitted by the NGO;
- Prepare progress reports, containing, inter alia, an analysis of successes, problems, constraints and design issues that would help annual reviewers by supervision missions and a mid-term review by IFAD, GoM and other stakeholders.
- Any other duties as may be assigned by the Project Director.

(3) Remuneration Post of Monitoring & Evaluation Officer (PMU)

Honorarium Rs. 43,300/-* per month (Consolidated)

Sr. No. 06 Post of Knowledge Management Expert (PMU)
(Amravati)

(1) Eligibility Criteria Post of Knowledge Management Expert (PMU)

Qualifications – PG degree or PG diploma completed, in management, economics, social sciences or related fields from recognized university/Institute with good academic record.

Experience – minimum of 7 years' experience, preferably planning training programmes.

Additional Qualifications - Should also have strong written and communication skills in Marathi and English with high proficiency in computer software application.

The PMU will recruit the candidate with appropriate qualification and experience, as may be satisfactory to IFAD. The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Knowledge Management Expert (PMU)

The main responsibility of the Knowledge Management Expert at the PMU will include:

- Facilitate interchange of information between districts, participating agencies and also the other ongoing IFAD projects in India;
- Promote the exploration of improved development strategies for the project area districts based on the information and data available from other sources and the website and disseminate them between DPMTs, stakeholders and NGOs;
- Study the best practices adopted and used in the project design that were test-checked and proved and disseminate them to other DPMTs for effective impact;
- Coordinate training needs assessment, training manual preparation including training modules, courses and curricula development, training materials development, and ensure that the best practices are inbuilt in these activities and also evaluate the TOTs performance and compile well-impacted courses for better use in other projects and areas;
- Coordinate the periodical review of the annual training plan implementation and follow-up in collaboration with DPMTs and NGOs and document best methods and approaches for effective information dissemination;
- Network with other knowledge management agencies including the Solution Exchange with regard to innovative ideas and practices that are best suited to the project and pass on these data and information to all partner NGOs and DPMTs for implementation;
- Identify training institutions, training providers or resource persons including NGOs and ensure that these resources and services are effectively used;
- Develop criteria for selection of participants for study visits and exposure visits courses;
- Prepare periodical and annual reports on the progress and implementation status of training activities for the entire project; and
- Coordinate the training activities for the SHGs and JLG and CMRCs and conduct special reviews with regard to their quality and output result and make changes or modifications in consultation with the respective DPMT and NGOs; etc.
- Document the interventions under pro-poor market linkages, micro-enterprises and evolution of end-to-end sub-projects and their impact on project beneficiaries and poverty alleviation and share the experiences with other IFAD projects and also ensure that the valuable lessons are used to modify the project design at supervision and MTR stages.

(3) Remuneration Post of Knowledge Management Expert (PMU)

Honorarium Rs. 43,300/-* per month (Consolidated)

Sr. No. 07 Post of Junior Accounts Officer (PMU)

(Amravati)

(1) Eligibility Criteria Post of Junior Accounts Officer (PMU)

Qualifications – PG in Commerce or Accounting, Finance or comparable PG degree from recognized university/Institute with good academic record.

Experience – minimum of 4 year of minimum experience.

Additional Qualifications – Candidates with previous experience in Rural Development projects and aptitude for working in the rural areas will be given preference.

Should also have strong written and communication skills in Marathi and English with high proficiency in computer software application.

The PMU will recruit the candidate with appropriate qualification and experience, as may be satisfactory to IFAD. The retired Government Officer / Servant from the relevant Department of Maharashtra Government will be preferred for recruitment.

(2) Job Requirements Post of Junior Accounts Officer (PMU)

The Jr. Accounts Officer PMU will assist the Accounts Officer (PMU).

The Accounts Officer will be responsible for all financial transactions and work with close coordination with the project coordination team and Accountants at Block and district levels. He/she will report to the Project Director directly. His/her functions and responsibilities will essentially include:

- Contributing to the preparation of the programme implementation and financial manuals
- Facilitating timely disbursement of programme funds to districts, Blocks, NGOs, Gram Panchayats and SHGs and compiling SOEs for the Project and submitting them to the Project Coordinator.
- Ensure that the expenditures are in accordance with IFAD Financing Agreement;
- Maintain Project Accounts;
- Coordinate with the DPMTs and NGOs to ensure that the statement of expenditures (SOEs) are prepared and sent to PMU on time;
- Prepare guidelines for procurement and facilitate procurement of goods and services in accordance with IFAD Financing Agreement;
- Accounts section of PMU will closely monitor the activities and financial disbursement, respectively.
- Ensure that the project accounts are audited in time and audit reports are sent to IFAD; and
- Such other duties as may be assigned by the project director including attending all
- PSC meetings and assisting the C-AIM Partnership Committee in compiling his/her reports.

(3) Remuneration Post of Junior Accounts Officer (PMU)

Honorarium Rs. 40,000/-* per month (Consolidated)

Sr. No. 08 Post of Agri Business Expert (DPMT)
(Wardha)

(1) Eligibility Criteria Post of Agri Business Expert (DPMT)

Designation	Educational Qualification	Experience
Agri Business Expert (DPMT)	Full time MBA / PGDBM Or Post Graduate in Agriculture / Horticulture / Agricultural Engineering	At least 3 years' experience in Agriculture Marketing or Agriculture Marketing Project Management
	Graduates in Agriculture / Horticulture / Agricultural Engineering	At least 5 years' Experience in Agriculture Marketing or Agriculture Marketing Project Management

(2) Job Requirements Post of Agri Business Expert (DPMT)

The key responsibilities of the Agri-business development expert (ABD Expert)

- Along with the NGOs and private sector players, initiate actions to empowering the rural women to participate in markets effectively by increasing their awareness about the functions of markets and prices, the importance of quality and standards, increasing their participating in decision-making and negotiating through training;
- Initiate actions to promote producer groups or companies to increase their bargaining power in the market place and to gain the benefits of market institutions, such as warehouse receipt systems and commodity exchanges; ensure that this is underpinned in training in the potential benefits of forming such groups;
- Ensure that the SHGs, JLGs and CMRCs have a presence on local and regional fora associated with marketing improvements;
- Arrange facilities to improve the ability of SHGs, JLGs and CMRCs to overcome their cash constraints through linkages with banks and market institutions;
- Create and strengthen discussion between the private sector and SHGs, JLGs and CMRCs for enhancing the market environment, particularly with regard to prices and quality;
- Identify viable and technically feasible and financially viable sub-projects that are linked to markets and can be undertaken by the target group HHs in particular the SHGs, JLGs and CMRCs and also explore the funding and financing possibilities including convergence;
- Scout for PPP arrangements for the sub-projects such as contract farming, organic farming, milk production and collection centres, grain storage and ware houses etc.;
- Identify micro-enterprises that have market and production potential and develop viable models for support and financing;
- Arrange training for the SHGs, JLGs and CMRC staff regarding quality and thereby ensuring better prices; and
- Facilitate investment in milling and processing units for primary processing within villages to make the task of milling more convenient for women by arranging medium term credit and organizing JLGs and SHGs;
- Prepare quarterly and annual reports based on the MIS data and field visits and also undertake problem specific field visits to the operating SHGs, JLGs and CMRCs and provide guidance to improving their performance and operations;
- Carry out specific market and commodity analysis to bring improvement in marketing and ensure better returns to the SHGs and in this respect, establish linkage with the private sector players and draw specific plans for development; and
- Any other duties as may be assigned by the programme coordinator including attending the PSC meeting and assisting the PC in compiling his/her reports.

(3) Remuneration Post of Agri Business Expert (DPMT)

Honorarium Rs. 39,000/-* per month (Consolidated)