



Jharkhand State Livelihoods Promotion Society (JSLPS)

JD for Various Position for Advertisement Published under Special Drive Recruitment For ST and SC candidates (ref November 2017)

Jharkhand State Livelihoods Promotion Society (JSLPS), has been mandated to implement NRLM in Jharkhand. For smooth implementation of NRLM, JSLPS has established its three tier implementation structure at state, district and block level. Accordingly, HR architecture is placed at different levels of JSLPS. For more details, concerned may visit www.jslps.org.

About NRLM

In a break from tradition, the Government of India has created a new program that will change how national ministries, state governments, the private sector, banks, and the poor approach this seemingly intractable problem. The new National Rural Livelihoods Mission will reach down to the household level to support the formation of institutions of the poor and the aggregation of those institutions beyond the community level. The institutions and their aggregate federations will form an institutional platform—from the self help group to the district—with the scope and scale to leverage resources from the public and private sector and to interact favorably with markets. These platforms create an ecosystem for innovation where the poor work together and with external agents to identify problems and design solutions. They create the collective space for the poor—who have been reduced to living hand-to-mouth—to save, build assets, adopt new livelihoods, and see new opportunities for themselves and their families. The platforms also provide the organization of consumers and producers that help the private sector see the poor for what they are—one of the largest, most vibrant untapped markets for commerce.

JSLPS, under the aegis of Rural Development Department, Government of Jharkhand is an autonomous society registered under the Societies Registration Act, 1860. It is mandated to promote livelihoods amongst disadvantaged communities across the state to reduce the rural poverty. Over the years, the Society has brought in innovative strategies and interventions for the promotion of livelihoods of rural poor in Jharkhand.

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At present, JSLSP requires to recruit competent individuals on various positions (vacant only for ST and SC candidates) at district and block level. Details of the positions are given as under.

Job Descriptions for various State Level positions under National Rural Livelihood Mission in JSLPS

District Program Manager	Total Post :- 2 (SC-2)
<p><u>Job Description</u></p> <p>You would lead the Project at the district level, managing a large number of staff. You will be responsible for planning; execution and monitoring of all programme activities and guide the block units within the district to deliver quality results. You would also manage partnerships at district level including liaise with district administration and ensure rolling out of all organizational policies and systems across the district. As part of your work experience you should have lead a rural development programme (preferably on livelihoods/SHG promotion) at least at a district level, motivate both district as well as field teams, and collaborate with other stakeholders to achieve project goals.</p>	<p><u>Qualification</u></p> <p>Two years' full time regular Master Degree or PG Diploma, in Rural Development / Social Work/ Agriculture and allied sciences (10+2+4) from a recognized University/ institute. S/he should have minimum 6 years of relevant post qualification work experience of working in livelihoods/poverty eradication programme run by Government/ Development Agencies/Corporate units or Reputed NGOS. The person should have proven track record of leading professional team at district level and substantially engaged in Community Institution Building Process and implementing Financial Inclusion, Livelihoods Inclusion and Social Inclusion programmes/project. Person should have excellent writing and communication skills in Hindi and English. S/he should be well versed with MS office environment. Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 8 years with other details as mentioned above. Person should have excellent writing and communication skills in Hindi and English. S/he should be well versed with working in MS office environment.</p> <p>Remuneration: Ranging from Rs.50, 000 – Rs. 75, 000 (all-inclusive and purely based on quality of experience and education).</p>

District Manager -Financial Inclusion	Post : 3 (ST-1, SC - 2)
<p>Job Description</p> <p>The person will be the head of the programme at District Unit of JSLPS. S/he will be responsible for successful implementation of all programmes being implemented by JSLPS at district level. S/he has to manage a multidisciplinary team at district level and supporting all block units working in the district. The person will be responsible for planning; budgeting; execution and monitoring of all activities and guide the team and block units to deliver quality results on time. S/he will have to manage partnerships at district level and ensure effective relationship with district administration, bankers, other line departments, research/academic institutions. The person will be responsible for rolling out of all organizational policies and systems across the district. S/he has to execute all other responsibilities as assigned by CEO/COO or SPM JSLPS. Duty Location: District Headquarters Reporting : Chief Operating Officer, JSLPS</p>	<p>Qualification : The person should have two years' full time regular PG Degree or Diploma in Rural Development/Rural Management /Social Work /Agriculture and allied (10+2+4) from a recognized University/Institute.</p> <p>Experience: S/he should have minimum 4 years of relevant post qualification work experience of working with Financial Inclusion programme in large scale poverty reduction/ rural development /livelihoods programme /project run by Government /reputed NGOs/CSR initiatives. Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 6 years with specification as given above. Candidates should be well versed in MS office. Good writing and communication skills in Hindi and English is mandatory.</p> <p>Remuneration: Ranging from Rs.25,000 – Rs.40,000 (all-inclusive and purely based on quality of experience and education).</p>

District Manager –Livelihood	Post : 3 (ST-1, SC - 2)
<p>Job Description</p> <p>The person should be working as Thematic Lead at district level under the guidance of District Programme Manager and responsible for the followings. 1. Overseeing all planned activities related to all Livelihoods Inclusion and ensure its timely execution across the district. 2. Mentoring and guidance to Block Unit functional in the district in effective implementation of Livelihoods Inclusion interventions. 3. Ensuring timely conduct of thematic training and other relevant capacity building intervention for other staffs at district level and all those working in with block unit. 4. Managing partnership/consultancy assignment with external resource agencies/individuals (as applicable) and ensuring timely delivery by them. 5. Facilitating environment and taking effective initiatives towards building capacity of community institution's and community cadre on LH related issues. 6. Monitoring, reviewing and documentation of all thematic intervention in district and preparing periodic reports and other relevant documents as required. 7. Maintaining thematic data update in MIS.</p>	<p>Qualification: The person should have two years' full time regular PG Degree or Diploma in Rural Development /Rural Management /Social Work/Agriculture and allied (10+2+4) from a recognized University/Institute.</p> <p>Experience : S/he should have minimum 4 years of relevant post qualification work experience of working with Livelihoods programme in large scale poverty reduction / rural development /livelihoods programme /project run by Government /reputed NGOs /CSR initiatives. Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 6 years with specification as given above. Candidates should be well versed in MS office. Good writing and communication skills in Hindi and English is mandatory.</p> <p>Remuneration : Ranging from Rs 25,000 – Rs 40,000 (all-inclusive and purely based on quality of experience and education)education).</p>

District Manager – Social Mobilization & Institutional Building (SM & IB)	Post : 3 (SC - 3)
<p>Job Description</p> <p>The person should be working as Thematic Lead at district level under the guidance of District Programme Manager and responsible for the followings. 1. Overseeing all planned activities related to social mobilization and Institution Building and ensure its timely execution across the district. 2. Mentoring and guidance to Block Unit functional in the district in effective implementation of Social Mobilisation and Institutions Building interventions. 3. Ensuring timely conduct of thematic training and other relevant capacity building intervention for other staffs at district level and all those working in with block unit. 4. Managing partnership/consultancy assignment with external resource agencies/individuals (as applicable) and ensuring timely delivery by them. 5. Facilitating environment and taking effective initiatives towards building capacity of community institution's and community cadre. 6. Monitoring, reviewing and documentation of all thematic intervention in district and preparing periodic reports and other relevant documents as required. Maintaining thematic data update in MIS</p>	<p>Qualification : The person should have two years' full time regular PG Degree or Diploma in Rural Development /Rural Management /Social Work/Agriculture and allied (10+2+4) from a recognized University/Institute.</p> <p>Experience : S/he should have minimum 4 years of relevant post qualification work experience of working with community mobilisation, institution building, and community training programme in large scale poverty reduction / rural development /livelihoods programme/project run by Government /reputed NGOs /CSR initiatives. Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 6 years with specification as given above. Candidates should be well versed in MS office. Good writing and communication skills in Hindi and English is mandatory.</p> <p>Remuneration: Ranging from Rs.25,000 – Rs.40,000 (all-inclusive and purely based on quality of experience and education).</p>

District Finance Manager	Post : 7 (ST- 6,SC – 1)
<p>Job Description</p> <p>The person should be working as Thematic Lead at district level under the guidance of District Programme Manager and responsible for the followings. 1. Overseeing all planned activities related to financial management and ensures its timely execution across the district. 2. Mentoring and guidance to Block Unit functional in the district in effective Financial Management. 3. Ensuring timely conduct of thematic training and other relevant capacity building intervention for other staffs at district level and all those working in with block unit. 4. Ensuring smooth functioning of all financial and administrative systems at District Unit and in concerning Block units. 5. Managing and monitoring of flow of Project funds. Financial reporting to the State unit and coordinating with auditors. 6. Maintaining all financial due diligence and complying with statutory requirements. 7. On time payment of office related expenses and supervising regular updating of books of records.</p>	<p>Qualification:</p> <p>Person should have 2 years’ full-time regular post graduation degree or diploma in Commerce /Business Administration or Management with finance specialization /CA (inter) /ICWAI (Inter) from a recognized University /Institute or CA (inter) /ICWAI (inter).</p> <p>Experience :</p> <p>S/he should have minimum 4 years of post-qualification relevant work experience in financial management work including budgeting, developing financial system in Government /semi government/banking institutions /reputed financial firms /livelihoods or poverty reduction project/reputed non-government organizations. Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 6 years with specification as given above. Candidates should be well versed in MS office. Good writing and communication skills in Hindi and English are mandatory.</p> <p>Remuneration:</p> <p>Ranging from Rs.25,000 – Rs.40,000 (all-inclusive and purely based on quality of experience and education).</p>

District Manager – Skills & Jobs	Post : 4 (ST-2, SC-2)
<p>Job Description The person should be working as Thematic Lead at district level under the guidance of District Programme Manager and responsible for the followings.</p> <ul style="list-style-type: none"> • Social mobilization of Youths, • Updation of youth database & MIS, Conduct Skill preference & gap studies, • Ensuring supportive supervision of Project Implementing Agencies, maintaining linkages with Other Govt. Department/ Institutions, holding job Melas & post placement tracking/ verification of beneficiaries and provide • Handholding support block team. You would be responsible for planning all Skills & Jobs activities in the district. • The person recruited will be reporting to the District Program Manager for functional reporting 	<p>Qualification : Two years fulltime regular Post Graduate Degree or diploma in Rural Development/ Rural Management/ Social Work/ Agriculture & Allied/ Development studies or PG Diploma in Rural Development/ Social Work/ Agriculture & Allied/ Development studies from a recognized University/Institute</p> <p>Experience : 3 years of relevant post qualification work experience Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 5 years with specification as given above. Candidates should be well versed in MS office. Good writing and communication skills in Hindi and English is mandatory.</p> <p>Remuneration : Ranging from Rs 25,000 – Rs 40,000 (all-inclusive and purely based on quality of experience and education)</p>

District M&E and MIS Officer	Post : 6 (ST- 5,SC – 1)
<p>Job Description The person should be working as Thematic Lead at district level under the guidance of District Programme Manager and responsible for the followings. 1. Overseeing all planned activities related to M&E and MIS and ensure its quality execution across the district. 2. Mentoring and guidance to Block Unit functional in the district in effective usage of MIS services following M&E protocols. 3. Ensuring timely conduct of thematic training and other relevant capacity building intervention for other staffs at district level and all those working in with block unit. 4. Prepare all monitoring reports. 5. Regular updating of MIS etc. 6. Documentation of learning and dissemination of feedback at block/ field level. 7. Maintaining database and update of relevant programme information in MIS on regular basis.</p>	<p>Qualification: The person should be holding 2 years’ full time regular master degree or 2 years’ full time Diploma in Computer Application or B. Tech /B.E in computer science, from a recognized University/institute.</p> <p>Experience: S/he should have 2 years of post-qualification work experience in handling MIS and M&E activities preferably in development sector. Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 4 years with specification as given above. Good writing and communication skills in Hindi and English is mandatory.</p> <p>Remuneration: Ranging from Rs. 20,000 – Rs.30,000 (all-inclusive and purely based on quality of experience and education).</p>

District Accounts Officer	Post : 4 (ST- 3,SC – 1)
<p>Job Description The person should be working under the guidance of District Finance Manager and District Programme Manager and responsible for the followings.</p> <ol style="list-style-type: none"> 1. Ensuring smooth functioning of all accounting & Audit systems at District Unit and concerning Block units. 2. Managing and monitoring of accounting system. 3. Periodic financial reporting to the State unit and coordinating with internal auditors. 4. Providing guidance and training to Block and district level accountants in proper book keeping & accounting. 5. Following due diligence of financial management system and building a transparent accounting systems at district and block level. 6. Ensuring regular keeping of accounts and books of records. 7. Assisting DM-Finance and DPM in complying with statutory requirement, timely payment and required financial reporting. 	<p>Qualification: The person should have 2 years' full-time Post graduation degree or diploma in Commerce or above. Person having CA (inter)/ICWAI (Inter) qualification may also apply.</p> <p>Experience: S/he should have minimum 2 years of post-qualification relevant experience in managing accounts, audit system, budgeting and book keeping in Government/semi government agency/banking institutions/reputed financial firms/reputed non-government organisations. Candidates having above mentioned educational degree or diploma through correspondence stream or B.Com regular may also apply. However, required relevant experience for them would be 4 years with specification as given above. Candidates should be well versed in MS office. Good writing and communication skills in Hindi and English is mandatory.</p> <p>Remuneration: Ranging from Rs.20,000 – Rs.30,000 (all-inclusive and purely based on quality of experience and education).</p>

Block Programme Manager	Post : 18 (ST- 13, SC – 5)
<p>Job Descriptions</p> <p>The person will be working as head of the block level operation with following responsibilities.</p> <ol style="list-style-type: none"> 1. Planning and executing all project activities at block level. 2. A key role would be to liaise with Govt. line departments, banking institutions, civil, society organizations and other external agency for project purposes. 3. You would also nurture block level community institutions, federations, community cadre and resource persons. 4. You would be the overall incharge of finance and administrative functions of the block unit. <p>Duty Location: Block Headquarters Reporting : DPM, JSLPS</p>	<p>Qualification:</p> <p>The person should have 2 years' full time regular Post Graduate degree or diploma in Rural Development / Rural Management / Business Administration / Agriculture and allied (10+2+4) /Social Work/ from a recognized University/ institute</p> <p>Experience:</p> <p>S/he should have minimum 4 years of relevant overall experience. Out of which 2 years' experience must be of post qualification. The experience should be of successfully leading of team engaged in development work and executing project or programmes related to poverty reduction/rural development/livelihoods promotion. The person should have excellent exposure of working with community institutions/federations and financial inclusion work. The work experience with projects or programme run by Government /Reputed NGOs/CSR Initiatives will only be considered. Person having 2 years' post-graduation degree in any discipline through correspondence and person having full time 2 years' regular graduation degree in any discipline may also apply. However, for them, above mentioned experience criteria will be applicable with overall 6 years' of relevant work experience, out of which 4 years' experience must be of post qualification. Candidates should be well versed with MS office. Good writing and communication skills in Hindi and English is mandatory.</p> <p>Remuneration</p> <p>Ranging from Rs.20,000 – Rs.40,000 (all-inclusive and purely based on quality of experience and education).</p>

District Accountant	Post : 6 (ST- 3,SC – 3)
<p>Job Description The person should be working under the guidance of District Finance Manager and District Programme Manager and responsible for the followings.</p> <ol style="list-style-type: none"> 1. Looking after all accounts related work, 2. Checking of bills/vouchers, 3. Smooth disbursal payments against bills/vouchers, 4. Preparing periodic financial reports and smooth operationalization of accounts related processes within office. 	<p>Qualification: The person should have Graduation degree in Commerce from any recognized university.</p> <p>Experience: S/he should have minimum 2 years of post qualification relevant experience in managing accounts, audit system, budgeting and book keeping in Government/semi government agency/banking institutions/reputed financial firms/reputed nongovernment organizations. Candidates having required educational degree or diploma through correspondence stream may also apply. However, required relevant experience for them would be 4 years with specification as given above. Candidates should be well versed in MS office. Good writing and communication skills in Hindi and English is mandatory.</p> <p>Remuneration: Ranging from Rs.10,000 – Rs. 20,000 (all-inclusive and purely based on quality of experience and education).</p>