

JOBDESCRIPTION
Assistant Project Manager
Finance

(Project CHIRAAG, Department of Agriculture Development and Farmer Welfare and and Biotechnology, Government of Chhattisgarh (GoCG))

Apply by: 06.09.2021

Location: Raipur

1. PROGRAMME OVERVIEW

Chhattisgarh Inclusive Rural and Accelerated Agriculture Growth (CHIRAAG) project is a World Bank-supported transformative project of the Department of Agriculture Development, Farmer Welfare and Biotechnology (DoAB), Government of Chhattisgarh (GoCG). This ambitious project is premised on the development and optimum utilization of local natural resources and is well-aligned to *Narwa* (water conservation), *Garuwa* (livestock management), *Ghuruwa* (composting and soil health) and *Badi* (homestead garden) i.e., NGGB program of GoCG. The NGGB policy centres on principles of resource conservation approaches and Integrated Farming Systems (IFS) that have been promoted globally for sustainable development and offer opportunities for year-round production of nutritive food for local consumption and markets.

The project development objective (PDO) is to improve income opportunities and the availability of nutritious foods in targeted households of Chhattisgarh's tribal-dominated areas. It will contribute to the State's agricultural competitiveness in terms of increased production, productivity, with an enhanced focus on water management, livestock development, farm waste management, post-harvest management, storage, value addition, marketability as well as enterprise development for the creation of off-farm employment opportunities. The project will mobilize village communities into 'livelihood groups' (LG), strengthen existing *Gauthans* by promoting Gauthan Committees (GC), CHIRAAG Resource Centers (CRC), promote farmer producer organizations (FPO) and support these community institutions to access markets for accelerated and inclusive rural transformation. The project has 6 components:

1. Community Empowerment and Institutional Strengthening
2. Diversified, Resilient and Nutrition-Supportive Food and Agriculture Systems
3. Value Addition and Market Access
4. COVID-19 Economic Recovery Response
5. Project Management, Monitoring and Knowledge
6. Contingent Emergency Response Component

To achieve the project vision and mandate, Department of Agriculture Development and Farmer Welfare and Biotechnology (DoAB), Government of Chhattisgarh (GoCG) invites applications for the position of CHIRAAG **Assistant Project Manager- Finance** to be based at the State Project Management Unit (SPMU). The details of this position are described below.

2. PURPOSE OF THE ASSIGNMENT

The position of **Assistant Project Manager- Finance** will provide support to SPM-Finance & Procurement under the CHIRAAG project at the state level on Finance and provide necessary programmatic and technical support towards the achievement of project objectives. S/he will have overall responsibility for effective financial management for the project and in this regard will work closely with the others component functionaries at the State, District and Block project teams.

3. KEYJOBRESPONSIBILITIES:

- Support SPM in the implementation of the Financial Management activities assigned for project CHIRAAG
- Support in developing annual budget as per the annual action plan
- Work closely with DPMUs and BPMUs and assist them in developing Financial and Accounts Management Systems
- Assisting SPM in appraisal and regular review of Financial Management practices followed by District based team.
- Maintain book of Account of the CHIRAAG for Statutory Auditors and other relevant authority.
- Develop robust financial management systems
- Support in timely and regular fund disbursement and management for the program
- Ensure regular monitoring of the funds utilized and develop fund management report for PD and the Steering Committee.
- Supporting with the data for Finance review meeting and provide guidance and clarification on the issues and problems raised by District and Block units.
- Preparation of Financial statements of Project CHIRAAG.
- Ensuring smooth Audit of CHIRAAG project account.
- Undertake any other activities not listed above but required for the project execution or assigned by SPM or PD - CHIRAAG.

4. QUALIFICATION AND EXPERIENCE

Education: CA (Inter)/ ICMA (Inter)/ MBA (Finance)/CFA

Experience: Minimum 6 years of post qualification relevant experience required.

1. Experience handling financial management, knowledge of the Government Financial Rules, Account management, Fund management, Balance sheet and Financial MIS.
2. Financial Management for large social sector projects funded by multilateral financing institutions. Experience in managing SoEs, UC, and other relevant areas for a multilateral institution funded project.
3. Experience in working with rural development/agriculture development related projects.

Experience in CG: Work experience in similar programmes in CG or adjoining States for tribal population is preferred. Experience of working with government social development/ rural livelihood/ agriculture development projects will be an asset.

Age: Applicant should not be above 55 years of age as on the closing date of application.

Language proficiency and computer skills: Fluency in English and Hindi is essential. Working knowledge in Microsoft Office including Word, Power point, Excel, Tally or other similar Accounting software is essential.

5. SUPERVISOR:

The position will report to State Project Manager- Finance & Procurement.

6. OFFICIAL TRAVEL

The position is expected to travel to the CHIRAAG project areas as required.

7. DURATION OF CONTRACT

This is a contractual position with Project CHIRAAG for duration of two years, with possibility of extension for a further period of the project duration subject to satisfactory performance review and programme continuity.

8. COMPENSATION

The compensation for the position will be INR 80,000/- per month, subject to negotiation and candidate's qualification and experience.

The compensation includes a performance linked variable annual pay up to 10% of the average annual salary.

9. APPLICATION PROCEDURES

Qualified and eligible candidates are requested to apply for the position online by on or before the closing date **September 06, 2021**.

Please note that only online applications will be accepted and application sent in any other means will not be considered.

10. POLICIES GOVERNING THE SELECTION

- **No Canvassing policy:** The applicant should refrain from canvassing in any form. Any instances of canvassing or influence the selection process will make the applicant liable to be rejected.
- **Equal Opportunity:** The CHIRAAG project is an equal opportunity employer for all Castes, gender or social groups. Females are encouraged to apply for this position.