

## JOB DESCRIPTION

### Assistant Project Manager HR & Administration

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

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- HR & Administration** 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- HR & Administration** will provide support to SPM- HR & Administration under the CHIRAAG project at the state level on Human Resources and Administration function and provide necessary support towards the achievement of project objectives. S/he will have overall responsibility for effective HR 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. KEY JOB RESPONSIBILITIES:

- Support the SPM- HR & Administration for Setting up human resource development systems and processes for the entire project.
- Implement the HR manual across the project at state, district and block level with the help of the TSA.
- Provide support in developing Key Performance Indicators (KPI) for CHIRAAG positions.
- Facilitate joining and exit of project staffs.
- Provide support in Recruitment, Selection, and Induction of Human Resources in CHIRAAG project.
- Providing HR and Administration support to District and Block project management units.
- Prepare periodical HR Reports with Headcount, new joining, exits and turnover.
- Training of project staffs for Implementation of HR manual.
- Implementation of effective grievance redressal systems.
- Participate in the process of HR planning budgeting and provide key HR reports.
- Facilitate joining and exit of project staffs and documentation.
- Provide Administrative support to functional units as required.
- Define various administrative policies governing the project staffs.
- Providing HR and Administration support to District and Block project management units.
- Undertake any other tasks not listed above, but required under the project for achievement of the project objectives or as required by the leadership.

## 4. QUALIFICATION AND EXPERIENCE

**Education:** Master degree HR Management or MBA/ Social Work with specialization in Human Resources

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

1. Experience of Human Resource Planning, Recruitment, Implementing HR policies and tools in a Public sector/ social/ Government or related sector organization.
2. Experience of managing workforce administration, familiarity with Statutory and Government policy related to managing workforce.

3. Experience of working in large Social sector programmes, Rural development, livelihood or related social sector 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 is essential.

#### **5. SUPERVISOR:**

The position will report to State Project Manager- HR & Administration.

#### **6. OFFICIAL TRAVEL**

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

#### **7. DURATION OF CONTRACT**

This is contractual position with Project CHIRAAG for a 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.