

JOB DESCRIPTION

Project Executive Human Resource (HR)

(Project CHIRAAG, Department of Agriculture Development and Farmer Welfare 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 **Project Executive - Human Resource (HR)** 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 **Project Executive - Human Resource (HR)** will provide support to APM-HR & Administration under the CHIRAAG project at the state level on HR and provide necessary support towards the achievement of project objectives. S/he will have support responsibility for implementing the HR management and will work closely with the others in District and Block project teams, as well as the on boarded technical support agencies (TSAs), providing them guidance and support to achieve the overall project objectives.

3. KEY JOB RESPONSIBILITIES:

- Provide support to APM-HR and Administration and SPM- HR & Admin for effective implementation of the HR and Administration for Project CHIRAAG.
- To support in Recruitment, Selection, and Induction procedures.
- Assist with training needs analyses, development of training plans and directories and maintain training records (when required)
- Assist in implementing HR manual and coordination with TSA on the same.
- Provide Administrative support to functional units as required.
- Participate in HR planning budgeting and provide key HR reports.
- Facilitate joining and exit of project staffs.
- Prepare periodical HR Reports with headcount, new joining, exits and turnover.
- Support in defining 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 project goal or as required by the supervisor.

4. QUALIFICATION AND EXPERIENCE

Education: PG Diploma (HR Management)/MBA (HR)/Post Graduate Degree in HR or equivalent.

Experience: Minimum 4 years of post qualification relevant experience required.

1. Experience handling Human Resources and Administration issues for large scale projects at the State/District level.
2. Experience of managing HR tools and processes for projects funded by Multilateral Financing Institutions.
3. Experience of 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 is essential.

5. SUPERVISOR:

The position will report to Assistant 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 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 50,000/- 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 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.