

## JOB DESCRIPTION

### District Coordinator (Procurement & MIS)

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

**Apply by: 06.09.2021**

**Location: Districts** (Bastar, Bijapur, Dantewada, Kanker, Kondagaon, Narayanpur, Sukma, Mungeli)

#### 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 **District Coordinator- Procurement & MIS** to be based at the District Project Management Unit (DPMU). The details of this position are described below.

## 2. PURPOSE OF THE ASSIGNMENT

The position of **District Coordinator- Procurement & MIS** will provide support to DPM under the CHIRAAG project at the district level and provide necessary support towards the achievement of project objectives. S/he will have support responsibility for Procurement & MIS at the district level and in this regard will work closely with the others at SPMU and with District and Block project teams.

## 3. KEY JOB RESPONSIBILITIES:

- Responsible for maintaining all procurement records and provide support in preparation of plans, provide day to day hand holding support, collate data on the contracts and complaints.
- Facilitate procurement review or audit and provide information that may be requested by SPMU from time to time.
- All equipment procured shall be digitized and be accessible to project officials and the Bank.
- Manage District level procurement as per the World Bank guideline.
- Responsible for managing the MIS function at the district level for the project.
- Reporting to SPMU through the DPM for all district level project information.
- Support block level procurement, and procurement capacity building of village communities, to ensure compliance and reporting per the agreed community level procurement arrangements.
- Undertake any other responsibility not mentioned above but is required by the DPM or project objective.

## 4. QUALIFICATION AND EXPERIENCE

**Education:** Graduate Degree with PG Diploma in Purchase and Supply Chain Management or similar.

**Experience:** Minimum 3 years of post-qualification experience in Procurement & MIS.

1. Experience handling procurement for projects funded by multilateral financing institutions.
2. Experience handling MIS systems at state/district level and providing capacity building and support to the project staff.
3. Experience of working with rural development/agriculture development-related projects will be an added advantage.

**Experience in CG:**, experience of working with the government will be preferred.

**Bonafide resident of CG:** Preferred

**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. Applicant should have familiarity with the local language. Working knowledge in Microsoft Office including Word, Power point, Excel is essential.

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

The position will report to District Project Manager.

#### **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 program continuity.

#### **8. COMPENSATION**

The compensation for the position will be INR 40,000/- per month.

#### **9. APPLICATION PROCEDURES**

Qualified and eligible candidates are requested to apply for the position online by 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.