

JOB DESCRIPTION

District Coordinator

(Finance & Administration)

(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- Finance and Admin** 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- Finance and Admin** will provide support to DPM and closely coordinate with SPMU under the CHIRAAG project at the district level on Finance and Admin and provide necessary support. S/he will have supportive responsibility for Finance and Admin and will work closely with the others at the SPMU and with District and Block project teams, as well as the on boarded technical support agencies (TSAs).

3. KEY JOB RESPONSIBILITIES:

- Works closely with the District Administration, and other implementing agencies at the district level to ensure that all policies are being implemented correctly.
- Supports internal and external audits.
- Maintenance of digital record of accounts at the district level.
- Responsible for Administration function for the DPMU operation.
- Works with the BPIU team to ensure that all required documentations are correctly followed by the community institutions and other project beneficiaries as mandated by the project.
- Work closely with SPMU F&A team to implement the financial management practices as per guideline.
- Support the Block Project unit for maintenance of financial records and administrative assistance that may be required.

4. QUALIFICATION AND EXPERIENCE

Education: CA (Inter)/MBA (Finance)/M.Com

Experience: Minimum 3 years of post qualification relevant experience is required.

1. Experience in Accounts and Financial management with exposure to fund utilization etc. with large organizations.
2. Experience working in Finance management area for projects funded by Multilateral Financing Institutions.
3. Experience of working with Accounts management tools, and familiarity with Government Financial Rules etc.

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. 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 programme 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 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.