

JOBDESCRIPTION

State Project Manager (Finance & Procurement)

(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 **State Project Manager- Finance & Procurement** to be based at the State Project Management Unit (SPMU) and provide cross support to other key components as and when required, is described below.

2. PURPOSE OF THE ASSIGNMENT

The position of **State Project Manager- Finance & Procurement** will provide leadership to the CHIRAAG project at the state level on overall Financial Management and Procurement for the project and provide necessary programmatic and technical support towards the achievement of project objectives. S/he will have overall responsibility for designing and implementing the strategy for Finance and Procurement and in this regard will work closely with the other component leaders (SPMs, APMs at the SPMU), with District and Block project teams, providing them guidance and support to achieve the overall project objectives.

3. KEY JOB RESPONSIBILITIES:

- Lead CHIRAAG project's Finance and Procurement function at the state level.
- Draft the policy guidelines for procurement and finance for the project
- Forge partnerships and manage PIUs for seamless implementation of the Finance and Procurement in the state.
- Participate and contribute during World Bank supervision missions and develop all relevant reports and analytics for mission visits;
- Manage all financial and procurement management activities for the program including bank; accounts payable; sourcing and contracting of suppliers/vendors.
- Assist with strategic financial management activities including annual budget development, financial planning and cash flow management, and financial reporting.
- Develop project-level financial and procurement management policies and procedures; manage roll-out and oversight compliance, reporting and periodic review.
- Organize and maintain comprehensive documentation of financial and procurement activities and ensure compliance with audit.
- Provide training to the District and Block level project staffs on Finance and Procurement guidelines and process.
- Present regular reports to the COO, PD and Steering Committee.
- Develop procurement plan for goods, works, and services under the project, and update as needed.
- Ensure setting up of procurement systems and processes as per the agreed procurement procedures for the project.
- As required, guide Beej Nigam on project related procurements being undertaken by them.
- Guide PIUs in preparation of procurement documents for procurement of goods, works, consultant services.
- Provide operational advice on concepts, policies, and procedures for all procurement matters to ensure consistent application of the applicable procurement guidelines.
- Monitor procurement activities in reference to the Procurement Plan timelines and project requirements.

- Analyze delays, inefficiency, etc. in the system, and provide recommendations and support to improve the same.
- Provide support in robust complaint handling and any F&C issues, and in addressing contract management issues.
- Monitor preparation of procurement management information system and periodic reports on procurement status and procurement risk mitigation framework.
- Undertake any other tasks not listed above, but required under the project for achievement of the project objectives or as required by the COO and/or PD.

4. QUALIFICATION

Education: Bachelor Of Engineering /CA (Inter)/ICMA /MBA (Finance) or Master in Financial Management/CFA or equivalent Qualification; and (b) MBA or Post Graduation in engineering/ Economics/Commerce or Advance certified Diploma/Degree holder in Public Procurement/SCM or equivalent.

Qualification (Desirable): Advance diploma in Procurement policy, public finance etc.

Experience: Minimum 8 years of post qualification relevant experience required.

1. Experience in public procurement, of goods, works, consulting and non-consulting services, contract management, Risk management, Vendor development, etc.
2. Experience handling procurements for projects funded by Multilateral Financing Institutions.
3. Experience handling Rural development/Agriculture development related projects will be an asset.

Age: Upper limit of Age is 55 years.

Language proficiency and computer skills: Fluency in English and Hindi is essential. Working knowledge in Microsoft Office including Word, Power point, Excel is essential.

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.

5. SUPERVISOR:

The position will directly report to the Chief Operating Officer, CHIRAAG and also work under the overall supervision of the Project Director, CHIRAAG.

7. DURATION OF CONTRACT

This is a 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 program continuity.

8. COMPENSATION

The compensation for the position will be INR Rs. 1.0 to 1.5 Lakh 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 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.