

JOB DESCRIPTION

State Project Manager

(Human Resource & Administration)

(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 **State Project Manager- Human Resource & Administration** to be based at the State Project Management Unit (SPMU) and provide support to the programmatic components as and when required, is described below.

2. PURPOSE OF THE ASSIGNMENT

The position of **State Project Manager- Human Resources & Administration** will provide leadership to the CHIRAAG project at the state level on overall HR Management for the project and provide support to the programme units towards the achievement of project objectives. S/he will have overall responsibility for designing and implementing the strategy for Human Resource Management and in this regard will work closely with on boarded Technical Support Agency for the HR Manual implementation and also 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:

- Setting up human resource development systems and processes for the entire project
- Coordinate with TSA for development of HR manual and it's implementation across the project.
- Participate in HR planning budgeting and provide key HR reports and develop Key Performance Indicators (KPI)
- Facilitate joining and exit of project staffs.
- Prepare periodical HR Reports with Headcount, new joining, exits and turnover.
- Develop Recruitment, Selection, and Induction procedures.
- Assist with Training Needs Analyses, development of training plans and directories and maintain training records (when required)
- Develop and ensure effective grievance redressal systems.
- 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.
- Participate and contribute during World Bank supervision missions and develop all relevant reports and analytics for mission visits;
- Provide deep analysis of the progress, issues, challenges to project leadership, along with tangible time-based action plans. Seek guidance and support from project leadership (namely COO and PD) regularly;
- Present regular reports to the COO, PD and Steering Committee.
- 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: Master degree HR Management or MBA/Social Work with specialization in Human Resources

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

1. Experience of managing Human Resource function in large organisation or projects, Human Resource Planning, Recruitment, Implementing HR policies and tools in a Public

sector/ social/ Government or related sector organization.

2. Experience of managing administration, familiarity with Statutory and Government policy related to HR Administration

3. 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 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.