

राजस्थान सरकार
ग्रामीण विकास विभाग

योजना:- राजस्थान ग्रामीण आजीविका विकास परिषद

(तृतीय तल, बी- ब्लॉक, उद्योग भवन, सी-स्कीम, जयपुर, फोन : 0141-4259914, 08407074107, 2227416,
फैक्स न. 2227723)

क्रमांक F.13(6)/RGAVP/Conv/2015/Part-1/32990

दिनांक :- 19.05.2016

सलाहकार हेतु CV (बायोडाटा) आमंत्रण सूचना

राजस्थान ग्रामीण आजीविका विकास परिषद में भारत सरकार की विशेष योजना, पायलट प्रोजेक्ट (कर्न्चजेंस) के अन्तर्गत एक वर्ष के लिए सलाहकार(Consultant) के निम्न पदों हेतु CV (बायोडाटा) आमंत्रित किये जाते हैं-

क्र.स.	पद का नाम	पद संख्या	पदस्थापन
1	Consultant (State Convergent coordinator Special Project)	01	मुख्यालय स्तर पर
2	Consultant (Block Convergent coordinator Special Project)	03	अजमेर(केकडी), चित्तौडगढ(बेगू), जोधपुर (बालेसर)
3	Consultant (Assistant convergence for Special Project)	01	मुख्यालय स्तर पर
4	Consultant (Co-ordinator- MIS for Special Project)	03	अजमेर(केकडी), चित्तौडगढ(बेगू), जोधपुर (बालेसर)

उक्त पदों हेतु विवरणित ToR विभागीय वेबसाइट www.rgavp.org पर देखा व प्राप्त किया जा सकता है।

कृपया अपना विवरणित CV (बायोडाटा) ऊपर दिये गये विभागीय पते पर डाक द्वारा दिनांक 06 जून 2016, सायं 6:00 बजे तक भेजा जा सकता है।


महाप्रबन्धक(प्रशासन)
आरजीएवीपी

Rajasthan Grameen Aajeevika Vikas Parishad

(III floor, B Block, Udyog Bhawan, Jaipur, Phone – 0141-4259914, 2227416, 08407074107,
Fax – 2227723)

F.13(6)/RGAVP/Conv/2015/Part-1/32990

Date:- 19/05/2016

Invitation for Expression of Interest for hiring State Convergent Coordinator

1. Context

The Government of Rajasthan is implementing the Rural Livelihood Projects (RRLP, NRLM and NRLP) through Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP)

RGAVP implements community based development projects to enhance the economic opportunities and empowerment of the rural poor, with a focus on women and marginalized groups, in the entire state of Rajasthan. For other details please refer to our website www.rgavp.org.

RGAVP proposes to engage Convergence and social development activities as main facets of the mission to address various other dimensions of poverty. Therefore, RGAVP intends to hire a Coordinator to lead and anchor the agenda of Convergence development Programme

2. Eligibility criteria for the Consultants

RGAVP invites eligible Coordinator to indicate their interest in providing the services. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The short listing criterion is as follows:

(i) Consultant for State Convergent Coordinator

- Qualification: PG Diploma in Management/ Rural Development/ITM, with minimum 50% and at least 7 years of post-qualification work experience
- Must be computer proficient
- Should have Experience of convergence CFT project between NRLM & MGNREGA at state level under SRLM
- Should have Experience in IPPE-II at State level under SRLM, Experience of planning ,designing and implementation of IPPE-2 in coordination with MGNREGA
- Should have knowledge and experience in Category B under Mahatma Gandhi NREGA ,IAY
- Have proven track record of working with State and District Government, Line Departments on a wide range of issues including that of convergence of different schemes
- Be able to mobilize schemes/ funds from various government, non-governmental programs/ schemes and CSR; good experience in facilitation and execution of Category B works in MGNREGA
- Good documentation skills and understanding on MIS

- i. Experience and knowledge of different schemes of Rural Development department
 - j. Must be proficient in English and Hindi.
- Further information can be obtained at the address below during office hours.
 - Expression of Interest with Terms of Reference given at the Website (www.rgavp.org) should be submitted in a sealed envelope clearly superscripted as "**Expression of Interest for state convergent Coordinator**" as the case may be till June 6th, 2016, 6.00 pm.
 - The submission can be made on office hours on all working days to the undersigned.



(Jaipal Singh Kaushik)
Chief Operating manager

Mailing address:

Chief Operating manager
Rajasthan Grameen Aajeevika Vikas Parishad,
3rd floor, RFC Block, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur
Email: rajeevika@rajasthan.gov.in

ToR for State Convergent Co-ordinator

Name of the Service (Job basis)-	State Convergent Co-ordinator
Level	State level
Qualification and Experience	Post Graduate Degree or PG Diploma in Management/ Rural Development/ITMwith minimum 50% and at least 7-10 years of qualification work experience, experience with government organisation will be added advantage
Cost Estimates	60000- 70000/month
Duration	12 Months initially however position is for the entire Special project period of convergence
Job Description	The State Convergent Coordinator (SCC) would work as per the direction of SMD/CEO of respective State Mission. It includes making analysis mapping of socially downtrodden and making blueprint for reaching the benefits of the project and security schemes of the government to Ultra poor of Society. Mainly responsible for the implementation of project activities in the selected districts/blocks and work in close coordination with various line departments like – Rural Development Department, Agriculture Department, Animal Husbandry Department, Department of Social Welfare, Education Department, Health Department, etc.

Position-1 (State Level) Duty Station- State Project Management Unit, Udyog Bhawan, Jaipur

Organisational Summary-

The RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through different folds like RRLP, NRLM and NRLP target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different level. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important component of the project.

Job Profile

- Responsible for the aspects related to convergence
- Develop plan to benefits ultra-poor community by different on-going schemes and strategy for inclusion of left out poor in the project mainstream.
- Co-ordination with different line departments like MGNREGA , ICDS etc and different agencies like UNICEF & CSR
- Prepare plan and execute the targets under different schemes convergence given by CoM
- Primary responsibility of execution towards target set by CoM& SMD regarding different schemes
- Monitor the reach of project on gender aspects of the project including vulnerable community and sensitize gram Panchayat regarding women collectives & their relevant issues.
- Coordinate with other staff of the project and other line departments for ensuring vulnerable community equality and equity.
- Represent RGAVP when asked to do so by the CoM& SMD, RGAVP.
- Assessment of Community in the Area: In order to better understand social environment and ground activities that can affect the community to conduct assessment of the community.
- The assessment and action plan should be holistic and should lead to a local and state consultant strategy.
- Ready to coordinate and monitor DPMUs for identifying the key areas and demand of communities
- Coordinate with all other stakeholders on the mission objectives & the operational aspects of the Mission.

Reporting

- As part of State Project Management Unit, the service providing incumbent will report to CoM(Chief Operating Manager) and State Mission Director of RGAVP.

Qualification and Experience

- Post Graduate Degree or PG Diploma in Management/ Rural Development/ITM, with minimum 50% and at least 7 years of post-qualification work experience
- Must be computer proficient
- Should have Experience of convergence CFT project between NRLM & MGNREGA at state level under SRLM
- Should have Experience in IPPE-II at State level under SRLM, Experience of planning ,designing and implementation of IPPE-2 in coordination with MGNREGA
- Should have knowledge and experience in Category B under Mahatma Gandhi NREGA ,IAY
- Have proven track record of working with State and District Government. Line Departments on a wide range of issues including that of convergence of different schemes
- Be able to mobilize schemes/ funds from various government, non-governmental programs/ schemes and CSR; good experience in facilitation and execution of Category B works in MGNREGA
- Good documentation skills and understanding on MIS
- Experience and knowledge of different schemes of Rural Development department

- Must be proficient in English and Hindi.

Core Competencies

Technical Knowledge and Skills

- Uses technical Knowledge and skills to complete the sanctioning of category- B under MGNREGA to benefits members of SHGs
- Uses technical knowledge and skills to ensure the different entitlements to members of SHGs
- Uses technical knowledge and skills to complete complex work in the social safeguards, social development and protection thematic area.
- Uses technical knowledge and skills to improve work systems

Achieving Results

- Execution of work from start to delivery
- Find ways to reduce time and cost of completing work
- Monitors work and progress and makes improvements
- Works with others to overcome problems and find alternative ways to complete work when necessary

Working Together

- Provides practical support and encouragement for team members
- Must not be constraint about field visit
- Encourages team members to work together and benefit from diversity in different views, culture, nationality, and gender
- Sets priorities for the team and ensures they are followed through
- This position will require field travel as and when required.

Honorarium

- Rs. 60000 -70000/month
- This position will require travel of at least two weeks in a month.
- TA/DA will be paid as per the RGAVP rules

Terms and Conditions

- 12 Months initially however position is for the entire Special project period of convergence
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.

Rajasthan Grameen Aajeevika Vikas Parishad

(III floor, B - Block, Udyog Bhawan, Jaipur, Phone - 0141-4259914, 2227416, 08407074107,
Fax - 2227723)

F.13(6)/RGAVP/Conv/2015/Part-1/32990

Date:- 19/05/2016

Invitation for Expression of Interest for hiring Block convergent coordinator for Special Project

Context

The Government of Rajasthan is implementing the Rural Livelihood Projects (RRLP, NRLM and NRLP) through Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP)

RGAVP implements community based development projects to enhance the economic opportunities and empowerment of the rural poor, with a focus on women and marginalized groups, in the entire state of Rajasthan. For other details please refer to our website www.rgavp.org.

RGAVP proposes to engage Convergence and social development activities as main facets of the mission to address various other dimensions of poverty. Therefore, RGAVP intends to hire a consultant to lead and anchor the agenda of Vegetable development Programme

1. Eligibility criteria for the Consultants

RGAVP invites eligible Consultants to indicate their interest in providing the services. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The short listing criterion is as follows:

(i) Block convergent coordinator

Qualification and Experience

- Possess PG/ Master's degree in Rural Development, Rural Management, Social Work, Sociology, Public policy or MBA with at least five years of work experience
- Possess excellent written and oral communication in English and Hindi;
- Have proven track record of working with District and Block Government Line Departments on wide range of issues including that of convergence for minimum of two years;
- Possess multidisciplinary experience in sectors like – Livelihood, Health, Education, Social Security's, Sanitation and Waste Management, Micro Enterprise Promotion, Disaster Management, etc;
- Experience with MGNREGA will be advantage

- Have closely worked with community institutions like SHGs and their federations or other forms of community based organizations
- Have served in the State of work for three years and possess in-depth knowledge of developmental situation and challenges of the State;
- Be familiar with local geography and willing to stay in the block with intensive travel to villages;
- Good documentation, data analysis and reporting skills;
- Possess excellent training skills;
- Be highly proficient in computer skills i.e. MS Office
- Possess own two wheeler for field movement
- Further information can be obtained at the address below during office hours.
- Expression of Interest with Terms of Reference given at the Website (www.rgavp.org) should be submitted in a sealed envelope clearly superscripted as "**Expression of Interest for Block Convergent Co-ordinator**" as the case may be till June 6th, 2016, 6.00 pm.
- The submission can be made on office hours on all working days to the undersigned.



(Jaipal Singh Kaushik)
Chief Operating manager

Mailing address:

Chief Operating manager
Rajasthan Grameen Aajeevika Vikas Parishad,
3rd floor, RFC Block, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur
Email: rajeevika@rajasthan.gov.in

ToR for Block Convergent Co-ordinator

Name of the Service (Job basis)-	Block Convergent Co-Ordinator
Level	Block level
Post	3
Qualification and Experience	Post Graduate Degree or PG Diploma in Management/ Rural Development/Sociology/Public policy, with minimum 50% and at least 5 years of post-qualification work experience, experience with government organisation will be added advantage
Cost Estimates	30000 - 40000/Month
Duration	The contract is initially for a period of 1 year and further to be extended, if required, based on assessment of performance carried out by State Mission Director
Job Description	It includes making analysis mapping of socially downtrodden and making blueprint for reaching the benefits of the project and security schemes of the government to Ultra poor of Society. Execution and sanctioning of work under different schemes to benefits members of SHG

Position-3 (Block Level) Duty Station- Block Project Management Unit, Kekri, Begu and Baleshar - Rajasthan

Organisational Summary-

The RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through different folds like RRLP, NRLM and NRLP target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different level. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important component of the project.

Job Profile

- Responsible for the aspects related to convergence
- Prepare plan and execute the targets under different schemes convergence given by SPM & CoM
- Primary responsibility of execution towards target set by State regarding different schemes
- Monitor the reach of project on gender aspects of the project including vulnerable community and sensitize gram Panchayat regarding women collectives & their relevant issues.
- Coordinate with other staff of the project and other line departments for ensuring vulnerable community equality and equity.
- Represent RGAVP when asked to do so by the CoM & SMD, RGAVP.

- Assessment of Community in the Area: In order to better understand social environment and ground activities that can affect the community to conduct assessment of the community.
- The assessment and action plan should be holistic and should lead to a local and state consultant strategy.
- Ready to coordinate and monitor DPMUs for identifying the key areas and demand of communities
- Coordinate with all other stakeholders on the mission objectives & the operational aspects of the Mission.

Reporting

- As part of Convergent Unit, the service providing incumbent will report to SCC & CoM (Chief Operating Manager).

Qualification and Experience

- Possess PG/ Master's degree in Rural Development, Rural Management, Social Work, Sociology, Public policy or MBA with at least five years of work experience
- Possess excellent written and oral communication in English and Hindi;
- Have proven track record of working with District and Block Government Line Departments on wide range of issues including that of convergence for minimum of two years;
- Possess multidisciplinary experience in sectors like Livelihood, Health, Education, Social Security's, Sanitation and Waste Management, Micro Enterprise Promotion, Disaster Management, etc;
- Experience with MGNREGA will be advantage
- Have closely worked with community institutions like SHGs and their federations or other forms of community based organizations
- Have served in the State of work for three years and possess in-depth knowledge of developmental situation and challenges of the State;
- Be familiar with local geography and willing to stay in the block with intensive travel to villages;
- Good documentation, data analysis and reporting skills;
- Possess excellent training skills;
- Be highly proficient in computer skills i.e. MS Office
- Possess own two wheeler for field movement

Terms and Conditions

- The contract is initially for a period of 1 year and further to be extended, if required, based on assessment of performance carried out by State Mission Director
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.

Rajasthan Grameen Aajeevika Vikas Parishad

(III floor, B - Block, Udyog Bhawan, Jaipur, Phone - 0141-4259914, 2227416, 08407074107,
Fax - 2227723)

F.13(6)/RGAVP/Conv/2015/Part-1/32990

Date:- 19/05/2016

Invitation for Expression of Interest for hiring Assistant convergence for Special Project

Context

The Government of Rajasthan is implementing the Rural Livelihood Projects (RRLP, NRLM and NRLP) through Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP)

RGAVP implements community based development projects to enhance the economic opportunities and empowerment of the rural poor, with a focus on women and marginalized groups, in the entire state of Rajasthan. For other details please refer to our website www.rgavp.org.

RGAVP proposes to engage Convergence and social development activities as main facets of the mission to address various other dimensions of poverty. Therefore, RGAVP intends to hire a consultant to lead and anchor the agenda of Vegetable development Programme

1. Eligibility criteria for the Consultants

RGAVP invites eligible Consultants to indicate their interest in providing the services. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The short listing criterion is as follows:

(i) Assistant convergence Qualification and Experience

- PG with minimum 50% in Computer Application (MCA)/BE in Computer Science /Advance course in computer application from Govt. recognized institute and minimum 2 years of experience in the relevant field
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.
- Good documentation, data analysis and reporting skills;
- Possess excellent training skills;
- Be highly proficient in computer skills i.e. MS Office
- Possess own two wheeler for field movement
- Further information can be obtained at the address below during office hours.
- Expression of Interest with Terms of Reference given at the Website (www.rgavp.org) should be submitted in a sealed envelope clearly superscripted as

“Expression of Interest for Assistant Convergence” as the case may be till June 6th, 2016, 6.00 pm.

- The submission can be made on office hours on all working days to the undersigned.



(Jaipal Singh Kaushik)
Chief Operating manager

Mailing address:

Chief Operating manager
Rajasthan Grameen Aajeevika Vikas Parishad,
3rd floor, RFC Block, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur
Email: rajeevika@rajasthan.gov.in

ToR for Assistant Convergence

Summary of the Post:

Name of the Post-	Assistant Convergence
Level of posting	State level
Qualifications & Experience	PG with minimum 50% in Computer Application (MCA)/BE/Btech in Computer Science /Advance course in computer application from Govt. recognised institute and minimum 2 years of experience in the relevant field
Type of Appointment	The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director
Salary (Rs.)	Rs. 15000 - 25000
Duration	12 Months initially however position is for the entire project period
Job Description	The Assistant convergence assists SCC CONVERGENCE and will be responsible for data management, data analysis and the dissemination of the same and will update the SPMU. Also inform DPMU and below level institutions on the required progress of the project.

Position-1 (State Level) Duty Station- Office of the RRLP, Udyog Bhawan, Jaipur

Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through different folds like RRLP, NRLM and NRLP target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions. The targeted poor households are mobilized into thrift and credit based Self Help Groups (SHGs) which in turn are federated into village level federations called Village Organizations and then in to higher level community institution at different levels. Promotion of sustainable livelihoods and targeting vulnerable group of rural population are the most important components of the Project.

The Assistant convergence will assist SCC CONVERGENCE and will be responsible for data management, data analysis and the dissemination of the same and will update the SPMU. Also inform DPMU and below level institutions on the required progress of the project.

Job Profile

- Responsible for the aspects related to MIS as a whole.
- Data, management, data analysis, data /information dissemination to SPMU, DPMUs, PFTs on the issues related to progress, quality of data, Monthly Progress Report, project related other information/data, timeliness, accuracy etc. Identify and analyse the key issues related to MIS, current shortfalls and put forth them with the project persons concerned for the necessary actions.
- Develop the roadmap of the establishing and strengthening MIS and its effective implementation.
- Supervise and monitor the regularity and efficacy of project on MIS aspects of the project.
- Coordinate with other staff of the project and other institutions concerned for ensuring the regularity and efficacy of the identified issues of MIS by identify the needs i.e. capacity building etc. within the project framework.
- Data Management, data analysis and the dissemination of the same and will update the SPMU
- Also inform DPMU and below level institutions on the required progress of the project
- Arrange training programmes for MIS staff

- Any other activities as assigned by the State Project Director as required.

Reporting

- As part of State Project Management Unit, the incumbent will report to the SCC Convergence. RGAVP.

Qualification and Experience

- PG with minimum 50% in Computer Application (MCA)/BE in Computer Science /Advance course in computer application from Govt. recognized institute and minimum 2 years of experience in the relevant field
- Experience of working with government would be an added advantage.
- Must be proficient in English and Hindi.

Core Competencies

• Technical Knowledge and Skills

- Can give help and advice to others based on their specialist area of knowledge and skills in relation to the social safeguards, social development and protection thematic area and poverty reduction
- Uses technical knowledge and skills to complete complex work in the social safeguards, social development and protection thematic area
- Uses technical knowledge and skills to improve work systems

• Client Orientation

- Works to meet needs of clients according to Rajasthan Gramin AjeevikaVikasParishad's policy
- Communicates often with clients and seeks to understand and anticipate their needs
- Adapts own style to suit clients preferences

• Achieving Results

- Find ways to reduce time and cost of completing work
- Monitors work and progress and makes improvements
- Works with others to overcome problems and find alternative ways to complete work when necessary

• Working Together

- Provides practical support and encouragement for team members
- Encourages team members to work together and benefit from diversity in different views, culture, nationality, and gender
- Sets priorities for the team and ensures they are followed through

• Learning and Knowledge Sharing

- Learns new skills and knowledge and applies them
- Continuously finds new solutions to problems
- Leads the team in sharing knowledge and expertise

Remuneration

- Rs. 15000 - 25000/- per month.
- This position will require travel as and when required.

Terms and Conditions

- The contract is initially for a period of 1 year and further extension, if required, will be provided on assessment of performance carried out by Supervisor concerned and State Project Director.
- The engagement is purely contractual and can be terminated at any time with one month notice from either party.

Rajasthan Grameen Aajeevika Vikas Parishad

(III floor, B- Block, Udyog Bhawan, Jaipur, Phone - 0141-4259914, 2227416, 08407074107
Fax - 2227723)

F.13(6)/RGAVP/Conv/2015/Part-1/32990

Date:- 19/05/2016

Invitation for Expression of Interest for hiring project Co-ordinator (MIS) for Special Project

Context

The Government of Rajasthan is implementing the Rural Livelihood Projects (RRLP, NRLM and NRLP) through Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP)

RGAVP implements community based development projects to enhance the economic opportunities and empowerment of the rural poor, with a focus on women and marginalized groups, in the entire state of Rajasthan. For other details please refer to our website www.rgavp.org.

RGAVP proposes to engage Convergence and social development activities as main facets of the mission to address various other dimensions of poverty. Therefore, RGAVP intends to hire a consultant to lead and anchor the agenda of Vegetable development Programme

1. Eligibility criteria for the Consultants

RGAVP invites eligible Consultants to indicate their interest in providing the services. Interested candidates should provide information demonstrating that they have the required qualifications and relevant experience to perform the services.

The short listing criterion is as follows:

(i) Project Co-ordinator (MIS)

Qualification and Experience

- B.tech /BE/Civil engineer/Architecture/computer science/ from recognized University or Institute with an experience of 2years in MIS handling or knowledge
- Should have expertise in preparing estimate of work, providing training, troubleshooting and resolving issues in MIS.
- Excel & Proficient computer knowledge is mandatory
- Should have expertise in providing training, troubleshooting and resolving issues in MIS
- Must be proficient in Hindi, local language and working knowledge of English.
- Good documentation, data analysis and reporting skills;
- Possess excellent training skills;
- Be highly proficient in computer skills i.e. MS Office
- Possess own two wheeler for field movement
- Further information can be obtained at the address below during office hours.

- Expression of Interest with Terms of Reference given at the Website (www.rgavp.org) should be submitted in a sealed envelope clearly superscripted as “**Expression of Interest for Project Co-ordinator (MIS)**” as the case may be till June 6th, 2016, 6.00 pm.
- The submission can be made on office hours on all working days to the undersigned.



(Jaipal Singh Kaushik)
Chief Operating manager

Mailing address:

Chief Operating manager
Rajasthan Grameen Aajeevika Vikas Parishad,
3rd floor, RFC Block, Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur
Email: rajeevika@rajasthan.gov.in

ToR for Project coordinator (MIS)

Summary of the Post:

Name of the Post-	Project Coordinator MIS
Level of posting	Block level
Qualifications & Experience	B.tech /Civil engineer/Architecture/computer science/IT from recognized University or Institute with an experience of 3 years in designing the estimates for different type of construction work or MIS Handling Should have expertise in preparing estimate of work, providing training, troubleshooting and resolving issues in MIS. Excel & Proficient computer knowledge is mandatory
Type of Appointment(Duration)	The contract is initially for a period of 1 year and further extension till 21 months of Special project
Remuneration	Rs.15000 - 25000/- per month

Duty Station- Position-3 (Block Level) Duty Station- Block Project Management Unit, Kekri,Begu and Baleshar, Rajasthan

Job Description & Role Summary-

RGAVP is implementing Project that aims to empower the rural people by improving their capacities and opportunities for a sustainable livelihood that will ensure enhanced participation, skill enhancement and increased income through self-sustained and community managed institutions. The project is being implemented in all districts of Rajasthan through different folds like RRLP, NRLM and NRLP target to cover about 295 blocks of Rajasthan in a phased manner. The mission's aim is to enhance social and economic status of the rural poor of Rajasthan through development of self-sustained and community managed institutions.

The Assistant convergence shall be responsible to:

- Tracking and feeding of all Data regarding the special projects and convergence
- Preparation of technical estimation of different type of construction work under MGNREGA
- Uploading of work details of labors on MGNREGA portal and RGAVP
- Data feeding of Collection regarding scheme and entitlements of members information from VO and CLF
- Ensure correct data entry in MIS of all CBOs and community cadre till the next day from data received and time to time update if required
- Verify MIS data with field regularly and report to Block Manager / SPM if any discrepancy is found after filed verification
- Assist to Manager convergence/JEN NREGA at block level
- Take up any other assignment as entrusted with the Manager convergence

Reporting

- The incumbent will report to SMD/CoM/State convergence CoordinatorRGAVP.

Qualification and Experience

- B.tech /Civil engineer/Architecture/computer science/ from recognized University or Institute with an experience of 4 years in MIS handling or knowledge
- Should have expertise in preparing estimate of work, providing training, troubleshooting and resolving issues in MIS.
- Excel & Proficient computer knowledge is mandatory
- Should have expertise in providing training, troubleshooting and resolving issues in MIS
- Must be proficient in Hindi, local language and working knowledge of English.

Core Competencies

Technical Knowledge and Skills

- Can give help and advice to others based on their specialist area of knowledge and skills in relation to the social safeguards, social development and protection thematic area and poverty reduction
- Uses technical knowledge and skills to complete complex work in the social safeguards, social development and protection thematic area
- Uses technical knowledge and skills to improve work systems

Client Orientation

- Works to meet needs of clients according to Rajasthan GraminAjeevikaVikasParishad's policy
- Communicates often with clients and seeks to understand and anticipate their needs
- Adapts own style to suit clients preferences

Achieving Results

- Find ways to reduce time and cost of completing work
- Monitors work and progress and makes improvements
- Works with others to overcome problems and find alternative ways to complete work when necessary

Working Together

- Provides practical support and encouragement for team members
- Encourages team members to work together and benefit from diversity in different views, culture, nationality, and gender
- Sets priorities for the team and ensures they are followed through

Learning and Knowledge Sharing

- Learns new skills and knowledge and applies them
- Continuously finds new solutions to problems
- Leads the team in sharing knowledge and expertise

Salary

- Rs. 15000 - 25000/- per month.
- This position will require travel of at least ten days in a month.

Terms and Conditions

- The contract is initially for a period of 1 year and further extension till 21 months of Special project,
- For contractual employees, the engagement is purely contractual and can be terminated at any time with one month notice from either party.