

Mission Manager -Documentation

Background and General Description:

The Government of India has launched The National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD). The Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase their household income through sustainable livelihood enhancements and improved access to financial and public services. The agenda is to mobilize the rural BPL households into self- managed, federated institutions and support them for livelihood collectives. In addition, the poor would be facilitated to achieve increased access to their rights, entitlements and public services, diversified risk and better social indicators of empowerment.

Further to these objectives, the Government of Maharashtra has constituted the Maharashtra State Rural Livelihoods Mission, registered under the Societies Act 1860. A State Mission Management Unit has been constituted as a dedicated support structure to deliver the mission in the State. The MSRLM aims to build a team of high quality professionals for providing technical assistance to the districts in various thematic areas such as human resource management, rural livelihoods, social inclusion, environment management, financial inclusion etc.

Persons recruited and performing successfully could expect to be associated with the mission on a long term basis. For administrative policy reasons, the contract of this position will be for 11 months and renewed further based on performance and requirement.

Posting:

The posting will be at State Mission Management Unit (SMMU) level- Belapur, Navi Mumbai.

Reporting:

The person recruited will be reporting to the State Mission Manager – Knowledge Management

Duties and Responsibilities

Following are the indicative Duties and responsibilities of **Mission Manager –Documentation**

- Responsible for planning , coordinating and directing project and its scope to the block units within district to deliver quality results
- To Justify all projects schedule and risks through necessary documents to stakeholders and members staff
- Provide a complete and reliable source of explanations and examples for every possible project-related document-from the proposal, business case, and project plan, to the status report and final post-project review.
- To develop an organisation-wide knowledge management strategy including systems for capturing, organising and developing information, knowledge and stories from staff, members, partners and the people we work with.
- To interrogate existing interconnected datasets and systems to identify and collate existing trends in the data we hold.
- To create and implement effective organizational tools for evaluating, assessing and communicating the impact of our work and the difference we make.
- Through training, coaching and support, to help Locality colleagues and members to embed best-practice approaches to information and knowledge management into all areas of their work.
- To develop systems and processes which help Locality staff to easily access and use data, learning, knowledge (internal and external) and evidence of impact to improve existing practice and to inform decision making, policy development, planning, organizational wide activities and membership work.
- To share good practice from staff, our membership and from elsewhere with colleagues and with members
- To handle social media and regular updating on it.
- To work very closely with the communications and policy team providing up to date tools, information, learning to inform our research, communication, influencing, campaigning and policy development work.
- Pulling together information, case studies and learning from stakeholders who are actively

pursuing support through our program and from other work informing future policy.

- To identify ways to showcase the energy and innovation within our staff and encourage learning across the staff.
- To provide learning and information to support peer learning and networking activities.

Minimum Qualification and Experience

PG degree / PG diploma (Two Years) in Mass Media or Journalism or Communication or Advertising completed from recognized university/Institute with 7 years of total experience. Minimum 4 years of Relevant Experience in the field of Documentation in Rural Development Sector at Managerial level. Knowledge of Marathi is desirable and MS Office is essential.

Desired Domain Knowledge and Experience

- Knowledge in use of spreadsheets, database, word processing and selected job specific software.
- Ability to keep clear and accurate records and reports.
- Should have probably already prepared a high level project documentation or similar schedule.
- Should be able to work together with Client and other Contract representatives as part of a group, the ability to accurately communicate ideas, instructions, questions, problems, and solutions.
- Should be able to use computer and rapidly input data and retrieve records and information.

Desired Competency and Attributes

- Ability to recognize complexity, analyse and act – Proactive in identifying documentation issues and bottlenecks with ability to think Out of Box for innovative solutions.
- Intensity, Integrity and Intelligence – Willingness to travel 'extra mile' in order to maintain proper documentation
- Inclusive Approach – Sensitive to needs of mission and accordingly maintain the documentation
- Team Player- Thrives working in a large team with the ability to demonstrate leadership skills wherever required.
- Integrative Skills - Understands relevant cross-sectoral areas how they are interrelated;
- Articulate and demonstrate clear results – Possesses effective communication skills to deal with different stakeholders for generation documentation information

Age limit:

- Open Market Candidate: Age of candidate should not more than 45 Years as on 1st Oct 2017.

Monthly CTC : Rs 60,000/-

How to apply:

Interested candidates can send their online application on www.jobs.msrlm.org or www.umed.in Last date of online application submission is 25th October 2017.

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