

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. The position is based in Navi Mumbai.

Posting:

The posting will be at State Mission Management Unit (SMMU) level- 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.
- Clearly defining the roles and responsibilities of participants of the project
- Give necessary information regarding the project assumption and constraints through required documents.
- Reviews and verifies project documents for completeness format, and compliance with contract requirements.
- A detailed scope document should be included that clearly describes the project objectives and the project deliverables.

- MIS - Designing/Implementation/Monitoring for Rural Development Projects as well as Monitoring and Evaluation (M&E) of Rural Development Projects

Minimum Qualification, Experience and Age Criteria

PG degree / PG diploma (Two Years) in Mass Media or Journalism or Communication or Advertising or Social work or rural development or rural management 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. Marathi is desirable and MS Office is essential.

Age Limit for candidates would not be more than 45 years as on 1stSept.2016

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

Salary & Benefits

Monthly Remuneration will be - INR 60,000/- CTO (Cost to Organization) taxable and in addition, other benefits - Group Accident Insurance.