

JHARKHAND STATE LIVELIHOOD PROMOTION SOCIETY

ELIGIBILITY CRITERIA AND JOB DETAILS OF VARIOUS POSITIONS UNDER SKILLS AND JOBS DOMAIN

The Background

The Ministry of Rural Development (MoRD), Government of India, is implementing DDU-GKY i.e. Deen Dayal Upadhyaya Grameen Kaushalya Yojana (erstwhile known as Aajeevika Skills Program). The vision of DDU-GKY is **“Empowering the poor rural youth through transforming them into Economically Independent Relevant Workforce”**. DDU-GKY is a unique programme having its dedicated focus to skilling and approach to generate gainful employment. It is the only national level program that is fully targeting rural youth from poor families and ensuring them to get equipped with skills to participate in economic growth of the country. In its design and mandate, DDU-GKY gives priority to disadvantaged groups such as SC/ ST/ women/ minorities and people with disability (PWD), victims of human trafficking and vulnerable tribal groups (PVTGs). For further details one may visit to <http://www.ddugky.gov.in>.

DDU-GKY is being implemented through a three tier structure wherein MoRD stands at top and executes responsibilities of policy planning, overall coordination and monitoring of programme. State Rural Livelihoods Mission (SRLM) is the second tier engaged as State Level Implementation Support Agencies. On the other hand, the third tier is the external organizations (Corporates, Societies, NGOs, Private Skill Training providers), work as Project Implementation Agencies (PIAs) who serve their role as skill trainer and placement providers.

Jharkhand State Livelihoods Promotion Society (JSLPS) is the SRLM designated by the Government of Jharkhand for implementing National Rural Livelihoods Mission. As being SRLM of the state, the Society is also nodal agency for implementing DDU-GKY. JSLPS is looking for interested, competent and committed individuals to work for DDU-GKY in the state. The details of vacancy and related job details of the vacant positions are given as under.

Position 1. State Program Manager – Skills & Jobs

| State Program Manager – Skills and Jobs | |
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| Job Code Title | State Program Manager – Skills and Jobs |
| Organization | Jharkhand State Livelihood Promotion Society |
| Supervisor | State Program Manager - Skills & Jobs |
| Duty Station | Ranchi primarily with extensive travelling |
| Type of Contract | FTE (level 3) |
| Duration | 3 Year (Renewable based on performance) |
| No. of Vacancies | 01 (One) |
| Monthly Salary and Benefits | Ranging from Rs. 75,000 to 1,15,000, purely based on quality of experience and qualification + other incentives/allowances as per HR norms of JSLPS. |

As part of SMMU, person would be responsible for developing the overall strategy for Skills and Jobs domain, mapping opportunities / trades that would offer maximum employment creation in rural areas. S/he will have to develop a skill development plan for the potential target group in the state and accordingly lead the programme. S/he would look after database of training and skill development agencies in the state engaged in providing skill and placement services based on a considered review of capacity, credentials, performance and commitment. S/he would also be responsible for establishing Monitoring and Information System, leading continuous review of performance of the skill development programme. The responsibility would also include building up strategies to promote livelihoods through various kinds of partnerships.

Detailed Job Responsibilities.

- Overall administration of Skills & Jobs related activities
- Task Planning and its implementation through unit staff
- Administrating partnership with PIAs, their monitoring and conducting regular progress review
- Apply innovative measures for placement and tracking of candidates.
- Facilitate best practices for candidate career progression.
- Maintain business relations with the management staff of all associated industries and PIAs counterpart dealing with tracking of candidates.
- Provide handhold support to district/block team of JSLPS along with partner agencies.
- Administrating Due diligence process for Training center.
- Liaison and coordination with all stakeholders and line department.
- Develop the work plan/ strategy for community mobility and counseling.
- Support the implementation of the project activities under skills domain especially with regard to mobilization, counseling and Job Fairs.
- Develop standard operating procedures to be followed for social mobilization, for Job Oriented and Self Employment Oriented courses.
- Provide capacity building services to partner agencies for social mobilization.
- Facilitate skill gap studies and youth aspiration studies.
- Develop and monitor mobilization strategy and ensure adherence by partner agencies so that Panchayat saturation model under DDU-GKY may be done.
- Facilitate direct hiring needs of employers through job fairs.
- Formulate communication strategy for Job fairs to ensure maximum reach with KMC.
- Documentation and report writing for senior management and department.
- To coordinate with other skilling initiatives in the state of Govt. and Pvt. Operators.
- Any other Task assigned by COO/CEO.

A. Eligibility Criteria

Education: The person should have two years fulltime regular Master's Degree or Post Graduate Diploma in Rural Development /Rural Management/ Business Administration/ Social Work/B Tech/ M Tech from a recognized University or Institute.

Experience: The person should have at least 10 years of post-qualification work experience at management level, particularly in large-scale livelihood program/project. S/he Must have experience of managing large scale skill based livelihoods programme and proven track record of handling large scale partnership, coordinating resource organization for training and capacity building, especially for rural mass/youth. The person should also possess skill of establishing network and liaison with business enterprises, government and service provider agencies.

Other Requirement: The person must possess excellent communication and writing as well as presentation skills in both Hindi and English. S/he must have excellent knowledge of working in MS office environment.

The gross monthly remuneration is Rs. 75,000-115,000. (all-inclusive and purely based on quality of experience and education).

2. Position: Program Manager – Finance (Skills)

| Program Manager – Finance (Skills) | |
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| Job Code Title | Program Manager – Finance (DDU-GKY) |
| Organization | Jharkhand State Livelihood Promotion Society |
| Supervisor | State Program Manager - Skills & Jobs |
| Duty Station | Ranchi primarily with extensive travelling |
| Type of Contract | FTE (level 4) |
| Duration | 3 Year (Renewable based on performance) |
| No. of Vacancies | 01 (One) |
| Monthly Salary and Benefits | Ranging from 50,000 to 75,000, purely based on quality of experience and qualification + other incentives/allowances as per HR norms of JSLPS. |

| Duties and Responsibilities: |
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| <p>The Program Manager – Finance (DDU-GKY) will work under the guidance and supervision of the State Program Manager – Skills & Jobs – JSLPS. S/he will work towards setting up strong institutional mechanism for managing all funds to be released under the programme, ensuring all due diligence and be responsible for examining, appraising and finalizing proposals of projects being submitted. For this, s/he will have to</p> <ul style="list-style-type: none">• Work closely with SPM- Skills and Jobs and District team towards attaining programme's objective.• Ensure that all financial function under DD-GKY is being successfully implemented as per desired schedule and standards.• Represent JSLPS on different forum and for interface with stakeholders, PIAs, Partners, Government Departments and many others.• Be responsible for required liaison, interface, review and knowledge/information sharing with different stakeholders.• Take lead in budgeting of the programmes and ensuring mobilization of required fund.• Undertake any task assigned by the State Mission Director. <p>The incumbent will carry out the following tasks:</p> <ul style="list-style-type: none">• Responsible for overall management and release of fund related to DDU GKY & State Skill program in the state;• Responsible for developing system for financial examination and appraisal of proposals and relevant financial documents and accordingly ensure the operations on time;• Responsible for developing fund release mechanism, ensuring appropriate documentation, developing system to track fund utilization, conduct timely review, prepare programme budget analysis and ensure financial planning accordingly.• Undertake performance management of grantees receiving funds from programme and conduct assessments of physical and financial targets;• Ensure all financial due diligence in fund release and utilization, lead audit of accounts, preparing financial reports and submission of the same.• Responsible for designing and ensuring financial due diligence systems for PIAs and building their capacity accordingly.• Any other tasks as assigned by the supervisor. |

| Eligibility Criteria | |
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| Education | The candidate should have at least 2 years' full-time regular post-graduation degree or Post Graduate diploma in Commerce /Business Administration or Management with finance specialization /CA (inter) /ICWAI (Inter) from a recognized University /Institute. |
| Experience | <ul style="list-style-type: none"> • Candidates should have overall 6 years of post-qualification relevant experience. • Candidate should have experience of working in Development Sector with reputed agencies/corporate houses/government programmes or units/ large scale development/skill development initiatives at District/State Level/National level. • The person should have relevant technical and managerial experience of handling financial management matter, monitoring of finances and supervision of fund utilization of similar large scale projects. • S/he should have proven experience of appraising projects/proposals from financial perspective, managing fund releases to such projects/proposal and conducting performance management/evaluation of the same. • S/he should have experience of leading audit, finalisation of accounts and management of audit compliances. • S/he should have understanding of developing financial process and systems for development projects. • Person having experience of financial management in bilateral projects/ADB/World Bank would be given preferences. • Knowledge and experience of government financial rules (GFR/DFR) will be preferred. |
| Knowledge and Skills | The person should be well versed with working in MS office environment and sound understanding of RDBMS. |
| Language Requirements | Excellent oral and writing skills in English and Hindi. |

3. Position: Program Executive – Finance (Skills)

| Position Information | |
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| Job Code Title | Program Executive – Finance (DDU-GKY) |
| Organization | Jharkhand State Livelihood Promotion Society |
| Supervisor | State Programme Manager – Skills and Jobs |
| Duty Station | Ranchi |
| Type of Contract | FTE (level 5) |
| Duration | 3 Year (Renewable based on performance) |
| No. of Vacancies | 01 (One) |
| Monthly Salary and Benefits | Ranging from 25,000 to 35,000, purely based on quality of experience and qualification + other incentives/allowances as per HR norms of JSLPS. |

Duties and Responsibilities:

The Program Executive – Finance (DDU-GKY) will assist state team of DDU-GKY for setting up strong institutional mechanism for managing all funds to be released under the programme, ensuring all due diligence and be responsible for examining, appraising and finalizing proposals of projects being submitted.

The incumbent will carry out the following tasks:

- Responsible to support the management and release of fund related to DDU GKY & State Skill program in the state;
- Responsible to support state team of DDU-GKY for developing system of financial examination and appraisal of proposals; managing relevant financial documents and accordingly managing all official communications on time;
- Responsible for assisting State team of DDU GKY in developing fund release mechanism, system to track fund utilization, conducting timely review and preparing program budget analysis.
- Follow up with PIAs for timely submission of reports related to fund utilization.
- Any other responsibilities assigned by the supervisor.

Eligibility Criteria

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| Education | The candidate should have at least a full time 2 years Post Graduate Degree in Commerce or 2 years full time Degree/Diploma in Financial Management or have completed Chartered Accountancy (inter)/ICWAI (inter) from a recognized academic institution of national repute. |
| Experience | <ul style="list-style-type: none"> • Candidates should have overall 2 years of post-qualification relevant experience of working in Development Sector with reputed agencies/corporate houses/government programmes or units/ large scale development/skill development initiatives at District/State Level. • The person should have relevant technical and managerial experience in handling matters related to financial management. • S/he should have experience audit, finalization of accounts and management of audit compliances. • Knowledge and experience of government financial rules (GFR/DFR) is preferred. |
| Knowledge and Skills | The person should be well versed with working in MS office environment. |
| Language Requirements | Good oral and writing skills in English and Hindi. |

4. Position: Program Executive – Skills & Jobs

| Program Executive – Skills & Jobs | |
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| Job Code Title Organization Supervisor Duty Station Type of Contract Duration No. of Vacancies Monthly Salary and Benefits | Program Executive – Skills & Jobs Jharkhand State Livelihood Promotion Society State Program Manager – Skills & Jobs Ranchi FTE 3 Year (Renewable based on performance) 01 (One) Ranging from 25,000 to 35,000, purely based on quality of experience and qualification + other incentives/allowances as per HR norms of JSLPS. |
| Duties and Responsibility | |
| <p>The Program Executive – Skills and Jobs will assist state team of DDU-GKY and be responsible for the following tasks.</p> <ul style="list-style-type: none"> • Developing work plan/ strategy for community mobilization and counseling. • Extending support to District/Block Mission Management Unit, as well as Community cadre for mobilization of candidates and organizing job fairs. • Developing standard operating procedures to be followed for social mobilization in job and self-employment oriented courses. • Organising sensitization and mobilization activities with different stake holders i.e; Employers for direct hire, District and Block Officials, Police personnel, PRI members etc. • Ensuring youth counseling and supporting them to cope-up with external environment (traffic rules, time management etc), work place challenges and equip with self-defense. • Monitoring mobilization strategy and ensuring adherence by partner agencies so that panchayat saturation model under DDU-GKY may be done. • Facilitating direct hiring needs of employers through job fairs. • Formulating communication strategy for Job fairs to ensure maximum reach with KMC. • Establishing alumni association of placed candidates. • Any other responsibilities assigned by the supervisor. | |
| Eligibility Criteria | |
| Education | The candidate should have at least a Full Time 2 years' Post Graduate Degree or Post Graduate Diploma in Rural Development / Rural Management / Agri and Allied (10+2+4)/ Social Work/ Development Studies from a recognized academic institution of national repute. |
| Experience | Candidates should have overall 2 years of post-qualification relevant experience of working in Skills and Jobs domain with reputed agencies/corporate houses/government programmes or units/ large scale development/skill development initiatives at District/State Level. |
| Knowledge and Skills | The person should be well versed with working in MS office environment. |
| Language Requirements | Good oral and writing skills in English and Hindi. |

5. Position: Program Executive – Training Center Inspection, Quality Assurance & Branding

| Program Executive – Skills & Jobs | |
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| Job Code Title | Program Executive – Training Center Inspection, Quality Assurance and Branding |
| Organization | Jharkhand State Livelihood Promotion Society |
| Supervisor | State Program Manager – Skills & Jobs |
| Duty Station | Ranchi |
| Type of Contract | FTE |
| Duration | 3 Year (Renewable based on performance) |
| No. of Vacancies | 01 (One) |
| Monthly Salary and Benefits | Ranging from 25,000 to 35,000, purely based on quality of experience and qualification + other incentives/allowances as per HR norms of JSLPS. |
| Duties and Responsibility | |
| <p>The Program Executive – Training Center Inspection, Quality Assurance and Branding will assist state team of DDU-GKY and be responsible for the following tasks.</p> <ul style="list-style-type: none"> • To conduct training center inspection and ensure compliance to SOP. • To assess consistency and standards of training vis a vis National Skills Qualification Framework. • Ensure quality training is delivered and quality standards are adhered to as per SOP. • To establish brand DDU-GKY as unique brand. • To promote brand DDU-GKY among all stake holders and various platforms and avenues. • Employ standards to measure trainer's service delivery. • Any other task assigned by supervisor. | |

| Eligibility Criteria & Consultancy Fee Details | |
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| Education | The candidate should have at least a Full Time 2 years' Post Graduate Degree or Post Graduate Diploma in Rural Development / Rural Management / Agri and Allied (10+2+4)/ Social Work/ Development Studies from a recognized academic institution of national repute. |
| Experience | Candidates should have overall 2 years of post-qualification relevant experience of working in Skills and Jobs domain with reputed agencies/corporate houses/government programmes or units/ large scale development/skill development initiatives at District/State Level. |
| Knowledge and Skills | The person should be well versed with working in MS office environment. |
| Language Requirements | Good oral and writing skills in English and Hindi. |

6. Position: District Manager – Skills and Jobs

| Program Executive – Skills & Jobs | |
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| Job Code Title | District Manager – Skills and Jobs |
| Organization | Jharkhand State Livelihood Promotion Society |
| Supervisor | District Programme Manager |
| Duty Station | District Headquarters (Any in Jharkhand) |
| Type of Contract | FTE |
| Duration | 3 Year (Renewable based on performance) |
| No. of Vacancies | 01 (One) |
| Monthly Salary and Benefits | Ranging from 25,000 to 40,000, purely based on quality of experience and qualification + other incentives/allowances as per HR norms of JSLPS. |
| Duties and Responsibility | |
| <p>The person should be working as Thematic Lead at district level under the guidance of DPM and responsible for the followings.</p> <ul style="list-style-type: none"> • Social Mobilisation of youth • Updating youth database and MIS: and Conducting skill preference and gap studies • Ensuring Supportive Supervision of Project Implementing Agencies, maintaining linkages with other Government Department/Institutions, holding Job Fairs, placement tracking, verification of beneficiaries etc. • Providing handhold support to the block team. • The person will be responsible for planning of all Skills and Jobs activities in the ditrict. • Any other responsibility assigned by the supervisor. | |

| Eligibility Criteria & Consultancy Fee Details | |
|--|---|
| Education | The candidate should have at least a Full Time 2 years' Post Graduate Degree or Post Graduate Diploma in Rural Development / Rural Management / Agri and Allied (10+2+4)/ Social Work/ Development Studies from a recognized academic institution of national repute. |
| Experience | <p>Candidates should have overall 3 years of post-qualification relevant experience of working in Skills and Jobs domain with reputed agencies/corporate houses/government programmes or units/ large scale development/skill development initiatives at District/State Level.</p> <p>Candidates having required Degree/Diploma through correspondence may also apply. However, required relevant experiences for them would be 5 years (post qualification) with specification as given above.</p> |
| Knowledge and Skills | The person should be well versed with working in MS office environment. |
| Language Requirements | Good oral and writing skills in English and Hindi. |