



## SOCIETY FOR CLIMATE RESILIENT AGRICULTURE IN NAGALAND



**ADVT No:00/2018-19**

### **Advertisement for Recruitment in Various Vacant Positions**

Society for Climate Resilient Agriculture in Nagaland (SoCRAN) is a Society registered under the Societies Registration Act, 1860 having its head office at the Nagaland Civil Secretariat attached to the Office of the Agriculture Production Commissioner, Kohima Nagaland. This Society is an inclusive neutral forum where Agriculture and Allied Sector Departments, representatives of the academia; the industry and entrepreneurs; and youth and women will get together to dialogue and/or formulate actions for improvement and promotion of climate resilient agriculture and sustainable development both within and outside Nagaland. The society is implementing the Fostering of Climate Resilient Upland Farming System in North East' Project – Nagaland (FOCUS) with support of International Fund for Agricultural Development (IFAD) and Government of Nagaland in eight (8) districts of Mon, Longleng, Mokokchung, Kiphire, Zunheboto, Phek, Kohima, and Wokha.

In pursuance for implementation of the above project, SOCRAN intends to recruit qualified personnel for vacant post at State Project Management Unit (PMU) and District Project Management Unit (DMU). The positions for which manpower to be purely on contractual basis are as follows:

#### **A. State Project Management Unit (PMU)**

1. Procurement Specialist; 2. Finance & Accounts Specialist; 3. Audit Officer; 4. Manager Planning, M&E; 5. Deputy Manger – MIS and Systems Analyst; 6. Manager Knowledge Management, and; 7. Manager Gender & Community Institutionm 8. Computer Assistant

#### **B. District Project Management Unit (DMU)**

9. District Finance Manager, 10. District Project Assistants

Details regarding the vacancy, qualification, experience etc. will be available for reference in [www.focus.nagaland.gov.in](http://www.focus.nagaland.gov.in) Application with detailed bio-data (in prescribed format), Scan copy of supporting certificates to be submitted Online latest by 5.00 PM on or before 25<sup>TH</sup> May 2018 to The State Project Director\_of Fostering Climate Resilient Upland Farming System in North East' Project – Nagaland (FOCUS) email address [spdfocus@gmail.com](mailto:spdfocus@gmail.com) with cc to [m.mishra@ifad.com](mailto:m.mishra@ifad.com) Applications if not submitted in prescribed format or if not self attested, or not sent through the email address stated, will be rejected.

On the basis of qualification & experience, only shortlisted candidates will be called Computer test and Interview.

In addition to the criteria mentioned,

- Preference will be given to candidates from Nagaland, Northeast and other parts of India and in this order of preference.
- In-service officers can apply on deputation

SoCRAN reserves the right to cancel the recruitment process any time without assigning any reason thereof. Only shortlisted candidates will be intimated for interview

Sd

**ANGELINA TAJEN**

State Project Director, FOCUS and

Joint Secretary

Government of Nagaland

Email:spdfocus@gmail.com

**Fostering of Climate Resilient Upland Farming System in North East – Nagaland- FOCUS.**

In pursuance for implementation of the Fostering of Climate Resilient Upland Farming System in North East' Project (FOCUS) – Nagaland, the project intends to recruit qualified personnel for its various Project Management Unit (PMUs) on contractual and deputation basis as per the following table.

**Reservation Roaster**

Sl. No	Name of the Post	HQ	Vacant Position					
			Total	UR	ST	SC	BC I	BC II
1	Procurement Specialist	PMU	1	0	1	0	0	0
2	Finance & Accounts Manager	PMU	1	0	1	0	0	0
3	Audit officer	PMU	1	0	1	0	0	0
4	Manager- Planning, M&E	PMU	1	0	1	0	0	0
5	Deputy Manger – MIS and Systems Analyst	PMU	1	0	1	0	0	0
6	Manager- Knowledge Management	PMU	1	0	1	0	0	0
7	Manager- Gender & Community Institution	PMU	1	0	1	0	0	0
8	Computer Assistant	PMU	1	0	1	0	0	0
9	District Finance Manager	DMU	8	0	8	0	0	0
10	District Project Assistants	DMU	8	0	8	0	0	0

## Staff Terms of Reference

### 1. Procurement Specialist

#### *Qualification:*

Post graduate in commerce, business, finance or management / Post Graduate Diploma in Material/Supply Management /MBA from any recognised university or institute.

#### *Experience:*

1. Minimum ten (10) years of professional experience in international and national bidding procedure, procurement procedure, especially preparation of Expression of Interest, Notice Inviting Tender, Terms of Reference, Request for Proposal and bidding document for procurement of consultant services, goods and works.
2. Preference will be given for experience in handling World Bank/International Financial Institution procurement procedures.
3. Good written and verbal communication skills, proficient in English, computer literacy general MS package, proficient in computer based spread sheets for data analysis, proactive, work with minimum supervision, and as a team builder
4. Age limit maximum 55 Yrs as on 31.03.2018

Location of Job: SoCRAN – PMU, Nagaland

Remuneration : Rs.150000/PM

Reporting Line: State Project Director of FOCUS, SoCRAN

#### *Job Description:*

- Prepare and include relevant Community Procurement Guidelines and formats and include in this PIM. With reference to the project design document, IFAD procurement guidelines and Procurement Handbook, draw up draft project procurement manual for the project for approval by PMC and IFAD.
- Update the 18 months Procurement Plan prepared during design and ensure that the Plan is continuously updated in accordance with the procedure and procurement plan agreed with IFAD.
- Liaise with IFAD procurement staff.
- Co-ordinate with concerned subject matter specialist on procurement matters, especially preparation of TOR, technical specification etc.
- Collaborate closely with State Project Director and others for preparing advertisements, short listing, bidding documents, evaluation, letters of awards, draft contracts etc. in the procurement of good/works and services including consultancies.
- Co-ordinate with State Project Director regarding submission of advertisements bidding documents, letters of invitation, evaluation reports, contracts, etc. to IFAD for those items subject to prior review.
- Facilitate/assist in getting NOC from IFAD wherever required.
- Co-ordinate with project team, organize and support evaluation committees for prompt evaluation.
- Make necessary arrangement for contract signatures.
- Maintain Contract Management forms as per the formats of IFAD and prepare amendment letters to the contracts. As part of the contract management, in coordination with the concerned officials monitor the contractual provisions for compliance.
- Monitor the progress of procurement activities against procurement timetables, highlight variations in progress, record reasons and identify remedial actions, if any.
- Assist State Project Director for placement of various documents/papers before Project Management Committee for review and approval, all types of audits of procurement activities, post review of IFAD etc.

- Liaison with any other appropriate authority for any dispute among the parties relating to procurement.
- Provide documentations and data to IFAD fielded Supervision Mission and Implementation Support Missions
- Perform any other relevant work related to the project assigned by the Stat Project Director.

## 2. Finance and Accounts Manager

### *Qualification:*

- Member of the ICAI (Chartered Accountant)/ ICWAI (Cost Accountant)/ M.Com/ MBA (Finance)

### *Experience:*

- Minimum 7 years of experience (15 years for M.Com) in financial accounting of project/ company
- Computer literacy and proficiency in Tally and use of spreadsheets
- Good knowledge of Accounting Standards and Chart of Accounts
- Knowledge of audit requirements for financial compliances.
- Age limit maximum 55 Yrs as on 31.03.2018

Location of Job: SoCRAN – PMU, Nagaland

Remuneration : Rs.100000/PM

Reporting Line: State Project Director of FOCUS, SoCRAN

### *Job Description:*

- Budgeting and accounting of the project
- Expediting the release of funds for timely implementation of different activities by the PMU and the DMUs
- Consolidating accounts of the PMU and the DMUs
- Monitoring fund utilization at the PMU and the DMUs
- Maintaining records of all financial matters related to the project.
- Preparing periodical financial statements and submission of half yearly and annual financial statements to IFAD
- Preparing requests for release of funds from the State as well as the Central Government and preparation and submission of withdrawal requests to IFAD
- Reviewing, supervising and inspecting the finance section of DMUs and provide the required guidance to them
- Ensuring that the expenditure is within approved budgets and seek amendments to the AWPB and prepare supplementary budgets, if needed
- Ensuring internal and statutory audit and preparation of statements for the purpose
- Ensuring timely settlement of advances
- Ensuring procurement guidelines of IFAD are being followed
- Keeping proper record of procurements made, fixed assets and carrying out periodical physical verification of the assets
- Ensuring compliance with legal and statutory requirements such as filing of TDS and income tax returns and filing of annual audited accounts with the Registrar of Societies.
- Any other task assigned by the SPD

### 3. Audit Officer

*Qualification:*

- Intermediate CA/ M. Com/ B Com

*Experience:*

- Minimum 5 years of experience (3 years for Intermediate CA/ M.Com) in financial accounting/auditing of project/ company
- Computer literacy and proficiency in Tally and use of spreadsheets
- Good knowledge of accounting and audit
- Working knowledge of audit requirements for financial compliances.
- Age limit maximum 55 Yrs as on 31.03.2018

Location of Job: SoCRAN – PMU, Nagaland /

Remuneration : Rs.50000/PM

Reporting Line: Finance and Accounts Specialist of FOCUS, SoCRAN

*Job Description:*

- Ensuring that all books of accounts are updated, bank accounts reconciled and books of accounts are printed on a monthly basis.
- Ensuring that all necessary supporting documents, records have been separately filed in respect of all project activities and that clear nexus exist between supporting documents, accounting books and records and the periodic financial reports of the DMUs and the PMU.
- Reviewing the internal control systems, its effectiveness in project implementation and suggest improvements if required.
- Reviewing of the monthly/ quarterly expenditure statement submitted by the districts indicating the approved budget provision and expenditure during the month, cumulative expenditure against the activity / sub activity during the period and ensure that it is in accordance with the books of accounts
- Ensuring that all funds have been used in accordance with the conditions of the relevant legal agreements and only for the purposes for which the financing was provided.
- Ensuring that the records of all procurement, agreement, work / purchase orders, invoices, receipts, stock registers etc. are the properly maintained, duly linked and retained.
- Reviewing statutory compliances as may be applicable such as proper deduction and filing of TDS, Income tax, PF returns and other applicable
- Ensuring that the SOEs are submitted in timely manner, whether releases of funds are conditional to receipt of SOEs and reports exceptions if any.
- Ensuring that adequate records are maintained regarding the assets created and assets acquired by the project, including description, details of cost, identification and location of assets. Carry out physical verification of a sample of assets created out of the project and comment on its utilization and whether they are adequately safeguarded.
- Ensuring that the accounting for the advances to COs and project implementing staff/units are properly recorded in the accounting books; whether systems are in place for monitoring the receipt of periodic financial reports and follow up on overdue reports are adequate. Exceptions should be identified and reported.
- Ensuring that the accounting records of the COs are properly kept with supporting documents and authorization of the approving committee; goods procured by the COs have followed a transparent procurement process and the basic tenets of economy, efficiency and social equity have been followed;
- Ensuring that the compliance report on audit observations pointed out in the reports relating to earlier audit is made and corrective actions taken on those points are furnished in the audit report of the subsequent phase.

- Providing support and assist the internal/ statutory auditor/ FAS in all other duties as may be assigned by the FAS or the Project Director.

#### 4. Manager-Planning and M&E

##### *Qualification:*

- Doctorate/Postgraduate degree in Agriculture/ Agriculture Economics/ Statistics/ Economics

##### *Experience:*

- About 5-7 years of experience in rural development projects specifically in developing M&E frameworks, data analysis and report preparation
- Experience in establishing systems for preparation of AWPB.
- Experience in undertaking research/studies related to impact assessment to evaluate project performance
- Prior experience of working in and/or familiarity with development issues in the North East will be an advantage.
- Age limit maximum 55 Yrs as on 31.03.2018

Location of Job: SoCRAN – PMU, Nagaland

Remuneration : Rs. 90000/PM

Reporting Line: State Project Director (SPD) of FOCUS, SoCRAN

##### *Job Description:*

- Consolidating and finalizing the AWPB and Procurement plan for all stakeholders including districts and the state level.
- Establishing a computerised management information system including developing formats and procedures for data collection taking into account the disaggregation of data by gender and youth.
- Collating and analysing data from the DMUs and providing inputs to SPD on project performance and preparing semi-annual and annual progress reports for submission to IFAD.
- Preparing and submitting quarterly reports to the Governing Council and Project Management Committee of SoCRAN.
- Designing questionnaire, undertaking annual outcome surveys and preparing reports based on the results of the survey.
- Undertaking studies/survey/case studies of outputs, outcome and impact with approval from the management and as per AWPB.
- Supporting the agencies engaged by FAO for conducting Baseline and Endline surveys.
- Collating data and analysing data for submission of information related to ORMS (RIMS) reporting.
- Collating data required for preparation of a Project Completion Report.
- Ensuring mainstreaming of gender in M&E work.
- Coordinating with the Manager-Gender and Community Institutions to ensure all activities follow the principles of the Gender Strategy.
- Ensuring capture of knowledge related to M&E in coordination with the Knowledge Management Manager
- Any other task assigned by the SPD.

## 5. Deputy Manger – MIS and Systems Analyst

### *Qualification:*

- Post Graduate Degree in Agriculture Economics along with Graduate Degree in Computer Science /MCA/ B.Tech or equivalent qualification

### *Experience:*

- 3-5 years of experience in developing MIS Software/ Websites and experience setting up and maintaining management information systems in rural development projects.
- Age limit maximum 55 Yrs as on 31.03.2018

Location of Job: SoCRAN – PMU, Nagaland

Remuneration : Rs.80000/PM

Reporting Line: State Project Director (SPD) of FOCUS, SoCRAN

### *Job Description:*

- Ensuring that field data is gathered and registered and also ensuring that quality of data entered for initial statistical analysis.
- Collecting data from DMUs on a monthly basis and entering data and prepare analytical tables for data interpretation by the Planning and M&E Manager.
- Revising the information needs of all key stakeholders that need to be integrated into the local database in consultation with the Manager – Planning and M&E in the PMU.
- Refining, if necessary, the methods for regular information collection and for special studies arising from project needs in consultation with Manager – Planning and M&E and M&E officers in the Districts.
- Defining the principal automated outputs that the system should provide, based on IFAD, GoN/GoM, and GoI requirements.
- Assisting the agency engaged by FAO in developing MIS including the choice of software according to database requirements, degree of user-friendliness, possibilities of updating the database and the technical facilities available in the field.
- Maintaining Local Area Network (LAN) so that every user in FOCUS can share network resources and use it without any difficulty (internet, printer sharing of files etc.).
- Providing technical advice as regards procurement of hardware, software, network related products and maintenance.
- Developing website and hosting and updating the same on regular basis to facilitate PMU and DMU, IFAD, other central Government to access project updates.
- Monitoring MIS software and checking the data coming from the District offices is complete in every manner.
- Training and support of hardware and software as and when required at SoCRAN.

Any other task assigned by the SPD

## 6. Manager – Knowledge Management

### *Qualification:*

- Doctorate/Postgraduate/ Bachelor degree Agriculture /Horticulture/ Agribusiness/ Social Work/ Journalism/Humanities
- Preference will be given to Ph.D holders in Agriculture having experience in working with community

### *Experience:*

- 3-5 years of experience in case of a PhD/postgraduate degree holder and 7-10 years of experience in case of a Bachelor degree holder in implementing rural agri/development projects with relevant experience in knowledge management. Proficiency in written English is essential and knowledge of a local language is desirable. Proven experience in

documenting and publishing case studies and/or research papers. Prior experience of working in and/or familiarity with development issues in the North East will be an advantage.

Location of Job: SoCRAN – PMU, Nagaland

Remuneration : Rs.90000/PM

Reporting Line: State Project Director (SPD) of FOCUS, SoCRAN

*Job Description:*

- Undertaking review visits to the project villages, identifying issues constraining implementation and preparing case studies detailing these issues.
- Preparing case studies containing best practices emerging in implementation of project activities and undertake dissemination of the best practices for replication within the project area.
- Setting up a project website with IT support and publishing regular news and updates as well as case studies and articles on the website,
- Preparing project brochures and supporting M&E team in preparing six monthly and annual progress reports with inputs from concerned professional staff.
- Providing support to professional staff in identifying areas requiring preparation of implementation manual, training manual, training material preparation and preparation of required guidelines, manuals and materials.
- Identifying and documenting learning sites from the project.
- Organising learning events, exchange visits and exposure programmes for the communities
- Preparation and of advocacy and policy reform within the jhum and settled agriculture related activities with other staff and partners for pursuing the agenda on advocacy and policy reform.
- Acting as a focal point for all knowledge management activities with inputs from other professional staff related to knowledge generation, knowledge dissemination and tracking uptake of relevant knowledge.
- Any other task assigned by the SPD.

## 7. Manager- Gender and Community Institution

*Qualification:*

- Post Graduate degree in Agriculture/ Social Work, Gender Studies or Agriculture related subject.
- They should have experience in the State.

*Experience:*

- 5-7 years of experience in implementing community mobilization and gender related work. Prior experience of working in and/or familiarity on development programmes in the North East, familiarity working in National/ International programme will be an advantage.
- Age limit maximum 55 Yrs as on 31.03.2018

Location of Job: SoCRAN – PMU, Nagaland

Remuneration : Rs.90000/PM

Reporting Line: State Project Director (SPD) of FOCUS – Nagaland

*Job Description:*

- Preparing guidelines for mobilization of community institutions (FIGs and JRMCS) and the modalities to support these community institutions.



- Co-ordinating all capacity building training for Community Institutions with concerned technical experts.
- Establishing social audit guidelines and setting up a system of social audit in all project villages to assess the relevance, efficiency and effectiveness of the activities implemented under the project.
- Undertaking field visit and preparing a Fact Sheet on project implementation performance specifically related to empowerment and entitlements of the community and submit the same to SPD.
- Undertaking specific studies/surveys/case studies related to community institutions, gender and youth.
- Designing a gender strategy for FOCUS and support the project team in engaging youth within the designed project activities.
- Ensuring gender mainstreaming in all relevant project activities in close collaboration with professional staff.
  - Any other task assigned by the SPD

## 8. Computer Assistants PMU

### **Qualification:**

- Graduate with Degree/Diploma/Certificate in Computer

### **Experience:**

- Minimum 2 years of experience
- **Age limit maximum 45 Yrs as on 31.03.2018**

**Location of Job:** SoCRAN – PMUs, Nagaland

**Remuneration :** Rs.30000/PM

**Reporting Line:** State Project Director of FOCUS, SoCRAN

### **Job Description:**

- Data entry, typing,
- Maintain files, records etc.
- Keep records of assets of the project (e.g Stock register and Vehicle records)
- Any other task assigned by the SPD

## 9. District Finance Manager – District Management Units (DMUs)

### **Qualification:**

- MBA Finance /M Com/ B Com/ Graduate and who have worked with subordinate accounts service having experience for over 15 year

### **Experience:**

- Minimum 5 years of experience (3 years for M.Com) in financial accounting of project/ company
- Computer literacy and proficiency in Tally and use of spreadsheets
- Good knowledge of accounting
- Working knowledge of audit requirements for financial compliances.
- Age limit maximum 55 Yrs as on 31.03.2018
- Preference will be given to those who have worked with subordinate accounts service having experience for over 15 years.

**Location of Job:** SoCRAN – DMUs, Nagaland

**Remuneration :** Rs.50000/PM

Reporting Line: District Project Manager of FOCUS, SoCRAN

*Job Description:*

- Maintaining the project accounts of the DMU
- Preparing of Bank Reconciliation Statements every month
- Preparing of monthly progress report every month with the actual and budgeted figures for each activity and the variance thereof
- Facilitating timely disbursement of project funds to JRMCS/ COs
- Following up with the JRMCS/ COs to ensure that they settle their advances promptly
- Following up with the JRMCS/ COs to ensure that they submit their monthly statements within the stipulated time
- Providing the statement of expenditure in the prescribed format to the FAM for preparation of the WA
- Providing accounts, statements and other documents as may be required by the Statutory/ Internal Auditor to ensure the timely completion of their assignment
- Maintaining the record of fixed assets, contract register and contract monitoring forms at the DMU
- Providing support and assist the DPM/ FAS in all other duties as may be assigned by the DPM/ FAS or the State Project Director.

#### 10. District Project Assistant - DMUs

*Qualification:*

- Postgraduate in Agriculture/Horticulture

*Experience:*

- Computer literate
- Age limit maximum 45 Yrs as on 31.03.2018

Location of Job: SoCRAN – DMUs, Nagaland

Remuneration : Rs.25000/PM

Reporting Line: District Project Manager of FOCUS, SoCRAN

*Job Description:*

- Maintaining the project reports and records of the District
- Data entry and maintenance of file
- Any other task assigned by the District Project Manager

**Sd/-**

**ANGELINA TAJEN**

State Project Director, FOCUS and

Joint Secretary

Government of Nagaland

Email:spdfocus@gmail.com

**Application Form**  
**'Fostering of Climate Resilient Upland Farming System in North East' FOCUS project**

Advertisement No. \_\_\_\_\_

Application for the post of \_\_\_\_\_

1. Name of Applicant:- .....
2. Father's/Husband's Name:- .....
3. Date of birth: .....
4. Sex :- Male/ Female
5. Marital Status:- Married / Unmarried.
6. Nationality:- .....
7. Category (Attach Self attested photocopy of the Schedule Tribe/ Cast certificate- issued in case of Reserved categories):-

General/ ST/ SC/ BC-I/ BC-II.

8. Permanent Address:-

H.No./ Village/ Area: .....

P.O.:- ..... Police Station:- .....

District:- ..... State:- .....

Pin No:- ..... Mobile No. ....

E-mail Address:- .....

Address for communication:-

H.No./ Village/ Area: .....

P.O.:- ..... Police Station:- .....

District:- ..... State:- .....

Pin No.:- .....

9. Aadhar No.:- .....(Attach self attested copy of Aadhar Card)

10. Educational Qualification (Attach self attested photocopy of all the certificates):-

Sl.No.	Examination passed (Starting from Matric onwards)	Board/ University/ Institute	Year Of Passing	Percent Obtained	Marks

11. Professional Qualification (Attach self attested photocopy of all the certificates):-

Sl.No.	Examination Passed	Board/ University/ Institute	Year Of Passing	Percent Obtained	Marks

12. Details of Post Qualification Experience (Attach self attested photocopy of all the certificates):-

Sl.No	Name& Address of Employer	Post Nature & of duties	Period of Service ( Mention with Date, Month, Year)		Total Period of service (Years, Months and Days)
			From	To	

13. Other information (if any):-

14. List of attachments (please specify):-

1. .... 2. .... 3. .... 4. ....	5. .... 6. .... 7. .... 8. ....
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I ..... hereby declare that the facts mentioned above are true to the best of my knowledge. I also fully understand that if at any stage, any attempt to willfully conceal or misrepresentation of facts on my part is found, my candidature will liable to be summarily rejected or my employment may be cancelled.

Place :-.....

Signature of Candidate

Date :- .....