INDO GLOBAL SOCIAL SERVICE SOCIETY
HDFC PARIVARTAN CSR PROJECT

Number of Position: 01

Position: Expert Enterprise
Location: Khandwa, Madhya Pradesh

Nature of Job: Technical (Require expertise in the field of agriculture and enterprise/SHG set-up)

Organization Overview:

Indo-Global Social Service Society (IGSSS) is a non-profit organisation working with the mandate for a humane social order based on truth, justice, freedom and equity. Established in 1960, IGSSS works for development, capacity building and enlightenment of the vulnerable communities across the country for their effective participation in development.

IGSSS implements and support quality development programmes in 22 States and 1 Union Territory in India to empower individuals and communities. Through its programmes on Sustainable Livelihood, Disaster Risk Reduction, Gender Equality, Urban Poverty Reduction and Youth Development, IGSSS has reached out to more than One Lakh families every year. The programmes at IGSSS are targeted towards the poor, marginalized and vulnerable sections of the society with special emphasis on women and children.

Project Overview:

Goal of the Project: Creating nutrition-based livelihood options and economy growth of 1000 farmers in 28 village of Khalwa and Pandhana block, Khandwad district of Madhya Pradesh through farmers’ led climate smart business enterprises promoting moringa based products.

Geographical Location: 30 villages of Khalwa & Pandhana blocks of Khandwa districts to understand the scope, opportunity, climate, skills and interest for collective production and marketing of moringa products by local farmers.

The Expert Enterprise works closely with Project Manager. She/he is over all looking after the strategic implementation and quality documentation of activities with support from the field staff in the assigned villages.

Roles & Responsibilities:

- Identification of areas specific challenges in non-farm sector and its linkages with rural livelihoods
- Finding area specific solutions to non-farm livelihood challenges; identifying local non-farm-based livelihood practices; identification of potential
- Providing Inputs to develop non-farm based livelihood plan
- Providing Inputs to develop an enabling asset building plan to assist in establishing an agro-ecological/integrated livelihoods.
- Developing livelihood plans based upon the existing resources- assets and institutions
- Implementation of Cluster level Integrated Livelihood Plan and value-chain development of selected sub-sectors/commodities.
- Technical inputs and support for post-harvest management (aggregation, processing, value addition (if required) and market linkages for selected commodities/sub-sectors.
**Supervision and Supportive Role:**

- Work with the Line-Supervisor, in developing and maintaining the operational framework.
- Ensuring periodic updates and adjustments in the proposed action plans for the programmatic interventions.
- Support the field staff in conduction of meetings, workshops, orientations, demonstrations etc at village level on day to day basis.
- Work closely with implementation staff, ensuring the expected quality outputs as the programme deliverables.
- Ensure documentation and submission of field reports to Project Manager.
- Ensure management and submission of data and other reports as and when needed.
- Ensure outmost adherence of the organization policies and guidelines while implementation of any activity.
- Ensure active participation of village level bodies developed during the programme tenure in the block and district level consultation and workshops.
- Ensure that all the programmatic activities in the district are implemented as per the approved timelines ensuring the quality.
- Periodic Monitoring of Programme Progress and provides inputs to the assigned staff, if necessary seek inputs from the line supervisor and thematic experts.
- Ensure submission on Internal Progress and MIS Updates as per the programme timelines.
- Ensuring proactive visibility on organization social media handles through regular updates on programmatic interventions and their initial impacts/outputs.
- Assist Project Manager/Unit Incharge, ensuring effective maintenance and management of unit office as per the organization operational guidelines.
- Assist Project Manager/Unit Incharge, ensuring contract staff mobility payments, procurement of goods and services as per the procurement guidelines.

**Qualification & Experience:**

- Post Graduate with advance degree in Social Science, Agriculture and Management.
- More than 05 years of experience in the field of development sector preferably in the field of enterprises development, agriculture
- Minimum 03 years of professional job experience in the areas of, rural development, rural livelihoods, implementation of rights-based programmes, implementation of social protection programmes, institution building, networking, etc.; Focus on gender and vulnerable communities is an asset.
- 02 years of management experience in field of NRM and livelihoods with focus on most vulnerable communities.
- 03 years of experience at national & regional level, experience of working in Madhya Pradesh.
- Experience in Handling Field Teams of 05 – 10 people.
- Strong interpersonal skills and ability to build relationships with stakeholders.

**Remuneration / Package / Benefits:**

Maximum limit Rs. 40-43,000/- per month CTO based on experience and overall fit including PF as per law. In addition - range of benefits including medicalinsurance, personal accident insurance, and opportunities for further personal development.
We are equal opportunity employer, Women and Transgender are encouraged to apply. Application Process: Interested candidates, please email the following to hr@igsss.net mentioning the position name. Last date of Submission 12 Oct 2023

1. Latest updated CV
2. Details of 2 references with full contact details
3. Cover letter
4. Expected Salary & Joining date

Only shortlisted candidates will be contacted for Interviews.