

## INDO GLOBAL SOCIAL SERVICE SOCIETY

**Number of Position:** 01

**Position:** Finance And Marketing Manager

**Location:** Khandwa, Madhya Pradesh/ Nagpur Maharashtra

**Nature of Job:** Technical (Require expertise in financial and Marketing of 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.

### **Position Overview:**

The Expert in Finance and marketing will look after the farmer producer groups in both the areas of Khadwa and Nagpur, facilitating the knowledge and components of the programme to the target beneficiaries during the meetings, trainings and demonstrations.

She/he shall be fully responsible for delivering the quality aspects of the programmatic intervention with in line of support from the Project Manager.

### **Roles & Responsibilities:**

#### **Technical Support**

- Support the farmers groups to form a legal entity like company or cooperatives with all kind of required certification for organic farming and products.
- Support in identifying the organic products, labelling and all other legal support to develop into a legal product.
- Mobilise retailers and create a value chain system and collaborate with the producer company.

- Conducting cost analysis of the current production cycle and develop plan to lower the overall production cost.
- Micromanagement and analysis of the different cost structures and estimates associated with the producer company and the products.
- Provide hand holding support to the members of the Board of the producer company on doing the required analysis on their own.
- Support in developing a finance forecast with risk mapping and estimated growth of the organization.
- Create a strong bookkeeping system of the organisation with present and past records and develop tools for the required future estimates.

### **Project Planning, Supervision and Documentation**

- Ensure periodic updates and adjustments in the proposed action plans for the programmatic interventions.
- 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.
- 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.
- Ensure utmost adherence of the organization policies and guidelines while implementation of any activity.
- Ensuring proactive visibility on organization social media handles through regular updates on programmatic interventions and their initial impacts/outputs.
- Any other work related to project, assigned by the reporting officer.

### **Qualification & Experience:**

- Postgraduate with a degree from recognized university in Finance and Management or allied subjects.
- Minimum 07 years of experience in the field of development sector and preferably in the field of enterprises development and value chain system generation.
- Experience of working with different enterprises and possess knowledge on end to end planning and other required process of an enterprise.
- Possess knowledge about enrollment of SHGs and enterprise groups in different government schemes.
- Knowledge and experience on building effective linkages with different line departments.
- Knowledge and experience on community.
- Adequate in Computer Operations –Operating Microsoft Office Applications, Internet, proficient Digital Platforms and applications.
- Strong interpersonal skills and ability to build relationships with

**Remuneration / Package / Benefits:** Salary limit between Rs 40000 to 50000/- per month CTO based on experience and overall fit including PF as per law. In addition - range of benefits including, 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](mailto: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.