



MEGHALAYA RURAL DEVELOPMENT SOCIETY

Livelihoods Improvement Project for the Himalayas
(A Project jointly funded by International Fund for Agricultural Development & Govt. of Meghalaya)
Lower Cleve Colony, Near Directorate of Agriculture Office,
Shillong-793003

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No: LIFCOM-LIPH/4/ADM-SM/2009/

Dated: 21st May, 2010.

ADVERTISEMENT

The MRDS-LIFCOM, a Project funded by the Govt. of Meghalaya and IFAD for improvement of livelihood among the poor in the rural areas in the district of Meghalaya, would be recruiting the services of 1 (one) Assistant Manager Business Development and 1 (one) Assistant Manager Enterprise Finance on contract of 1(one) year which is extendable on a yearly basis based on performance.

Details can be seen at MRDS website www.mrds.nic.in and Office Notice Board.

Interested candidates may furnish their application in prescribe format along with attested copies of certificate in support of qualification, age, experience etc. so as to reach this Office on or before 31st May 2010. Outstation candidates can send in their applications through emails at mrds_pmu@yahoo.com

Candidates not meeting the required criteria mentioned above for both the post need not apply.

Sd/-
Chief Executive Officer
MRDS-LIFCOM
Shillong

Terms of Reference (ToR)

Assistant Manager Business Development Service

Vacancy Code DO- ASSTTMBDS

Location: East Khasi Hills, Ri-Bhoi, Jaintia Hills, South Garo Hills & East Garo Hills with extensive travel

Qualification:

The Assistant Manager - Business Development Services Group should be a post graduate degree holder from a premier management institute with at least 3 years of experience in identifying and developing rural micro and small-scale enterprises. He/she should have experience in business planning, supply chain management, market assessment He/she should have a demonstrated understanding of rural development both conceptually and at the field level and an understanding of rural enterprise development is also strongly recommended. Outstanding professionals from government sector who have a track record of innovations in works related to rural entrepreneurship development and rural marketing are encouraged to apply.

Condition: Willing to accept tenure of at least 3 years.

Responsibilities:

- Assist in the implementation of the Sub Sector Business Development Services (SBS) methodology and recruiting consultants to implement various steps in the SBS methodology;
- assist in identifying investment opportunities using the SBS methodology;
- preparation of financial feasibility studies on potential investments;
Preparation of business plans for approved investments that include cash flow projections, markets assessments and analysis of value chain for identification of key issues and opportunities
- identification of business development services including: market analysis; market mix (product development, pricing, promotion and distribution channel) preparation of marketing plans for joint ventures; training and technological services in close co-ordination with the Technical Service Group (TSG) Manager; village level institutions formed by project and financial institutions ;
- Identification of information sources on products, packaging, design, etc., domestic and international players and the value chain ;
- providing ongoing assistance to joint ventures in enterprise management, establishing accounting systems, record keeping, and inventory control; and identifying and arranging for management training for joint venture partners;
- monitoring and evaluation of enterprise performance;
- liaison with the local business community and financial institutions ; and
- Any other responsibilities assigned by the management from time to time.

Compensation Rs. 20,000 per month plus other benefits as per rules.

Terms of Reference (ToR)

Assistant Manager – Enterprise Finance

Vacancy Code DO- ASSTMEF

Location: East Khasi Hills, Ri-Bhoi, Jaintia Hills, South Garo Hills & East Garo Hills

Qualifications:

The Assistant Manager – Enterprise Finance should be a post graduate in Commerce/Management (Finance) from a premier institute working at middle management level with at least 3 years of experience or senior professionals from rural development and/or rural banking sector with substantial qualitative development banking experience and/or substantial NGO sector experience in livelihoods promotion with qualitative sectorial livelihood development experience like dairy, marketing of agri produce and craft promotion. Outstanding personnel from government sector who have a track record of innovations in works related to rural entrepreneurship development with an in depth understanding of rural micro-credit management are encouraged to apply. Proven track record of careful investment planning in the field of rural micro enterprise development would be an essential qualification.

Condition: Willing to accept tenure of at least 3 years.

Responsibilities:

- a. Establish cooperation and cordial working relations with the financial service providers in the project area ;
- b. facilitating participation of mainstream financial institutions in expanding spread of their services in the project area ;
- c. developing products to ensure shared financial risk by means of joint ownership and equity and near-equity financing, with the aim of benefiting the rural poor ;
 - Assist in ensuring spread of micro–insurance products in the project area and in development of innovative micro-insurance products with service providers ;
 - Assisting the Business Development Services Group and Business Promotion Group in Enterprise finance ;
 - Assist in micro-finance initiatives of LIFCOM with community institutions viz., appraisal of loan applications, disbursements, recoveries etc ;
 - Ensure reach of assistance to project promoted enterprises under various schemes provided by State as well as Central Government, NABARD, KVIC, DIC etc. ; and
 - Any other responsibilities assigned by the management from time to time.

Compensation: Rs. 20,000 per month plus other benefits as per rules.