

Job Specifications

Position Title: Subject Matter Specialist (SMS)- Livelihood & Marketing

Locations: Balrampur, Chhattisgarh

Organization / Program Information: Udyogini, a leading NGO of Central India to coordinate its CSR project aiming at integrated holistic development and strengthening community institutions (WEGs/Federation/FPO/Cooperative) in selected village clusters in Balrampur districts of Chhattisgarh.

Job description: The SMS will be responsible for overall management of the Livelihood Programme in the project. S/he has to coordinate with Project Manager and other village level staff for implementation of Horticultural activities on field.

Key Responsibilities:

- He/she will coordinate and oversee the development, implementation, knowledge management, monitoring and evaluation of livelihoods aspects of the programs focused on beneficiary income and asset generation.
- He/she will design the livelihood program to ensure that it evolves according to the identified needs of beneficiaries and developments in the market.
- Coordinate with beneficiaries to prepare and implementation of the livelihood related plans created for the beneficiaries.
- He/she will design, update and implement a curriculum for livelihood and employability skills for the beneficiaries to facilitate planned learning.
- He/she will design, update and implement Standard Operating Procedures for the Livelihood Program.
- He/she will monitor progress of each beneficiary in terms of employability, livelihood and financial stability to ensure the implementation of plans.
- He/she will identify and maintain relationship with organisations and institutions that provide livelihood related options for beneficiaries including training, employment etc.
- He/she will organise and facilitate exposure visits to enhance beneficiary understanding of various trades and of professionalism.
- He/she will submit monthly report of programme activities.
- He/she will document beneficiary successes related to the livelihood program for the organisations marketing collaterals.

Client Orientation:

- Reports to internal and external clients in a timely and appropriate manner, maintains effective client relationships
- Organizes and prioritizes work schedule to meet client needs and deadlines, responds to client needs promptly

Qualification & Experience:

- Applicants must be postgraduates in Rural Management or have a Masters' in Agriculture or other relevant discipline
- At least 3-5 years of relevant experience
- Working experience with governments, corporates and NGOs
- Grassroots experience of working with the rural poor in livelihoods based on Natural Resource Management is essential
- Strong communication skill in English and Hindi
- Computer proficiency with high level of familiarity with MS Word, Excel, Power Point

Desired Profile and Skills:

- Ability to develop, monitor and implement Project plans
- Commitment to work, creative thinking and documentation skills
- Good interpersonal and team-working skills
- Good communication and presentation skills, analytical and interpersonal abilities
- Excellent listening skills, verbal and written communications skills
- High standards of conduct sound work ethics and service delivery approach.

HOW TO APPLY: If you meet the above qualifications and are interested in this opportunity, please submit a detailed CV together with a covering letter explaining how you are suited for the position to hr@udyogini.org by 30th Dec. 2020