



Karnataka State Rural Livelihood Promotion Society Rural Development and Panchayath Raj Department

Sanjeevini- Karnataka State Rural Livelihood promotion society invites applications from committed development professionals who wish to contribute their knowledge, experience and skills to work in the Karnataka **Multi-Sectoral Nutrition Pilot Project** under the aegis of the Karnataka Comprehensive Nutrition Mission, Bangalore on contract basis. The project areas are located at Devadurga in Raichur District and Chincholi in Gulbarga District respectively. All posts are based in Bangalore, but might involve travel to the project areas and coordination with different stakeholders of Rural Development and Panchayat Raj Department.

Sl. #	Position Name	Vacancy
1.	Human Resource and Procurement Consultant	01
2.	Assistant to Human Resource and Procurement Consultant	01
3.	Project Management Consultant	01
4.	Assistant to Project Management Consultant	01
5.	Financial Assistant	01

The candidates shortlisted on the basis of the applications will be contacted and should be prepared to attend the selection process within a 15 days' time from the last date of receiving applications. Only shortlisted candidates will be called for the interview.

The selected candidate will be on the payrolls of HR agency identified by KSRLPS.

Interested candidates can apply by sending their updated Resume to recruitment.kcnm@gmail.com by 15th September 2014.

Candidates are requested to mention the name of the post applying for in the subject line of the email. (Eg: "Application for the post of.....")

Position Name		Procurement and Human Resources consultant
Salary Range		Rs. 45,000/- Per Month
Place of posting		Bangalore
Eligibility	Age	30 – 45 Years
	Qualification	Full time Post Graduate (2 Yrs) e.g. - MBA, MSW, MA in Human Resource management
	Experience	5 to 7 years of working experience in Human Resource Development and Management, procurement, and office administration Working in World Bank assisted projects handling Human Resource, office administration and procurement is desirable
Job profile		<p>Procurement and Human Resource Consultant will be : a key position in the Karnataka Multi-Sectoral Nutrition Pilot Project responsible for human resource management, office administration and procurement.</p> <p>Responsibilities would include :</p> <ul style="list-style-type: none"> • Effective & timely procurement activities included in the Karnataka Multi-Sectoral Nutrition Pilot Project • Procurement of goods and services as per the project requirement in accordance with World Bank procurement guidelines and procedures • Recruitment and induction of project team staff • Team Building and management • Staff Performance Appraisal • Grievance Redressal • Preparing staff Capacity Building Plan in coordination with project team • Institutionalizing system for smooth and effect functioning of Project activities at State and Block levels • Maintain data base of vendors, vendors empanelment and management • Development of Human Resource and operational manual • Partnership management (with NGOs and technical agencies) • Legal compliances as per the project requirement <p>Any other tasks as assigned by the Mission Director and Advisor, Nutrition Mission</p>

Position Name		Project Management Consultant
Salary Range		Rs. 45,000/- Per Month
Place of Posting		Bangalore
Eligibility	Age	30 – 45 years
	Qualification	Full time Post Graduate (2 Yrs) in MSC- Food and Nutrition, MSW/MA - Social Work, Sociology, Rural Development
	Experience	5 to 7 years of working experience in Rural Development programs especially in managing Health and Nutrition programs Working in World Bank assisted projects is desirable
Job profile		<p>Project Management Consultant is a key position who would be responsible for proper implementation of Karnataka Multi-Sectoral Nutrition Pilot Project and coordinating with project team and multiple stakeholders :</p> <p>The Job responsibilities shall include :</p> <ul style="list-style-type: none"> • Preparation of project implementation plans and roll out • NGOs partnership management • Capacity building of project team, NGO staff and community volunteers on Nutrition mission activities implementation, data collection and management, reporting requirements, etc • Establish good rapport and coordinate Nutrition mission activities implementation with Zilla parishad, Health, ICDS, Rural water supply department, Taluk and gram panchayat including other key stakeholders for smooth and effective implementation of mission activities • Nutrition Mission fund management (budget preparation, monitor expenditure by NGOs for program implementation, fund release, etc) • Report preparation and all documentation related to Mission activities • Institutionalizing systems for effective reporting and monitoring review mechanisms at all levels (State, District, Taluk, Gram panchayats and village) • Donor reporting and necessary documentation as per the requirement • Coordination with Donor and related stakeholders on Nutrition mission aspects • Representing on behalf of the Nutrition mission in key forums , meetings, workshops, seminars, etc • Undertake field visits to target operational area • Monitor and ensure timely and accurate entry of all MIS data of Nutrition Mission activities <p>Any other tasks assigned by the Mission Director and Advisor</p>

Position Name		Assistant to Human Resource and Procurement Consultant
Salary Range		Rs. 15,000/- Per Month
Eligibility	Age	25 – 40 years
	Qualification	Graduate in any discipline, preference will be given to candidates having B.Com degree
	Experience	<ul style="list-style-type: none"> • 3 to 5 years working experience • Should possess computer skills and typing • Skills in Shorthand will have added weightage • Experience working in world bank assisted projects is desirable
Job profile		<p>Job responsibilities of Assistant to HR and Procurement Consultant are :</p> <ul style="list-style-type: none"> • Provide support to HR and Procurement Consultant in all the aspects related to Human resource management, office administration and procurement • Maintain data base of vendors, empanelled vendors and such others related to the Nutrition mission activities • Assist in documentation requirements of HR, Office administration and Procurement • Support in organizing staff training, meeting and such other programs organized through the Nutrition mission • Maintain all files, data, documentation of all aspects related to HR, office administration and procurement • Any other tasks as assigned under the Project

Position Name		Assistant to Project Management Consultant
Salary Range		Rs.15,000/- Per Month
Eligibility	Age	25 – 40 years
	Qualification	Graduate in any discipline
	Experience	<ul style="list-style-type: none"> • 3 to 5 years working experience • Should possess good computer skills and typing • Skills in shorthand will be an added weightage • Experience working in World Bank assisted projects is desirable
Job profile		<p>Job responsibilities of Assistant to Project Management Consultant include :</p> <ul style="list-style-type: none"> • Provide support to project management Consultant in all the aspects related to Nutrition Mission activities implementation • Maintain data base of target operational areas and key stakeholders of Nutrition mission activities implementation • Assist in documentation requirements of Nutrition Mission program implementation • Support in Partnership Management of NGOs involved in Nutrition Mission activities implementation • Support in organizing project staff and stakeholders meeting including such other programs organized through the Nutrition mission • Maintain all files, data, documents related to Nutrition Mission program implementation • Coordinate field visit of Donor and others to project areas • Assist in Donor reporting and other Nutrition mission documentation requirements • Any other tasks as assigned by the Project.

Position Name		Finance Assistant
Salary Range		15,000/- Per Month
Eligibility	Age	25 years and above
	Qualification	Graduation in B.Com
	Experience	<ul style="list-style-type: none"> • 3 to 5 years working experience in handling accounts and Finance related aspects preferably in Government organizations • Experience working in Health/Nutrition Projects • Should possess good computer skills in M.S. office-2010 (Word, Excel) and internet usage • Should possess skills to use the latest version of Tally financial package and such other software • Skills in Kannada (Nudi) typing is desirable <p>Working experience in World Bank assisted project is desirable</p>
Job profile		<p>Job responsibilities of Finance Assistant include :</p> <ul style="list-style-type: none"> • Provide support to SPM (Finance) in fund management of day today financial transactions of Nutrition Mission activities implementation • Maintain Finance related files and documents related to Nutrition Mission activities (NGO partnership, Nutrition mission budget, installment release plan, NGOs expenditure reporting , fund release to NGOs, project team salary, TA and other related transactions) • Provide day today assistance to SPM (Finance) in correspondence with NGOs and key stakeholders on Nutrition Mission financial aspects • Monitoring and tracking NGO and program budget expenditure and management • Assist SPM (Finance) and project team in providing training to NGO staff and concerned on Financial management • Support SPM (Finance) in adhering to all the legal compliances required for the Grant support from the World Bank (including at NGO level) • Provide support to SPM (Finance) and project team in furnishing the financial transactions information for Donor reporting and other Nutrition mission documentation requirements • Any other tasks as assigned by Mission Director and Advisor