

Inviting Applications from Suitable Candidates for a Managerial level post of Team leader in Odisha Integrated Irrigation project for Climate Resilience Agriculture in Ganjam and Kalahandi Districts, Odisha

Indian Grameen Services (IGS) is registered as a not-for-profit company under Section 25 (now Section 8) of the Companies Act, 1956. It was set up in 1987 for promoting livelihood opportunities in rural and forest areas to extend support services necessary for promoting livelihood opportunities in rural areas. IGS envisions an equitable world where the poor and marginalized in rural and urban areas, have access to livelihood opportunities on a sustainable basis, are prosperous and happy. Thus, IGS describes its **Vision** as *KaayamRojgar, Khush-haalPariwar*, i.e., **Sustainable Livelihoods, Prosperous Households**. IGS operates with the **Mission of Incubating Innovations for Pro poor Sustainable Livelihoods**.

Please log on to www.igsindia.org.in for further information.

IGS invites applications for the following position in Ganjam and Kalahandi district, Odisha. Interested candidates are requested to refer to position details carefully and follow the application process. Applications received through channels or processes other than those specified below may not be considered for this round of selection process.

Position Title	Project Team Leader
Level	Assistant Manager
No. of Vacancies	2
Nature of Contract	Term-based Contract
Place of Posting	Ganjam and Kalahandi Districts, Odisha
Reporting Authority	State-Head
Job Description	<ul style="list-style-type: none"> • Project Management: Ensure all assigned program high efficient, good project discipline, and high level involvement of team members • Target group satisfaction: Ensure target group satisfaction through service quality, coach managers and team leaders in analyzing reasons behind project efficiency and support to identifying techniques to reduce problems. • Productivity: Monitor performance of assigned programs using various parameters like productivity, efficiency and financial data. • Guide project team towards achieving optimal standards in all parameters and ensure that their target goals are met. • Monitoring and Internal Audit Compliance: Ensure adherence to policies and processes for all assigned projects, correcting procedural flaws and appropriately addressing any possibility of fraud. • Ensure proper documentation and knowledge base- Support project manager in troubleshooting field problems and identifying, designing, and implementing improvements. • Responsible for compliance with internal audit recommendations. • Support key project team to deliver training on the basis of provided manuals and knowledge documents for team capacity building. • Reporting: Ensure that the program team meets all donors related and other compliance including quarterly updates, M&E updates, financial updates, strategic reports. • Risk analysis and mitigation: Identify and analyze risks (economic, social, political, etc) related to broader project portfolio; ensure portfolio diversification and quality across activities and project area.

	<ul style="list-style-type: none"> • Helping a continued evaluation of the program by coordinating with client and stakeholders • Manage stakeholders relationship with the help of meetings, networking
Key Responsibilities	<ul style="list-style-type: none"> • People Management: <ul style="list-style-type: none"> • Hire, manage, develop and coach Cluster facilitation team for assigned Area. Help direct reports effectively hire, manage, develop and coach their teams to achieve all growth, quality, and branding goals • Ensure fair and consistent HR practices at all levels in assigned Area • Assist in developing, refining, and delivering training for Unit Managers and lower levels as needed. • External Communications and Relations: <ul style="list-style-type: none"> • Represent IGS representative for the organization at the assigned area level. • Representing IGS at the project level, including visitor management and maintaining relationships with external parties and stakeholders (donors, PRIs and political parties if required, etc.) • Operation Management <ul style="list-style-type: none"> • Ensure that assigned project have proper functional support • Ensure utilization of operational resources and compliance with operational processes • Support subordinates/managers in coordinating with Head Office in-terms of functional area if required.
Language and IT Skills	<ul style="list-style-type: none"> • Computer Operation and MS-Office and applications
Qualifications and Experience	<ul style="list-style-type: none"> • He/she shall be a Graduate in Agriculture or Allied Sectors and possess minimum 10 years' post-qualification experience in agriculture/ allied sector activities and having working experience with leading a team for proven track record managing Multi-disciplinary teams in Social Mobilization. • Working experience with community organizations like producer groups/ Primary Fishermen Cooperative Societies / PACS etc. • Past experience with external aided project will be preferred.
Skills and Competencies	<ul style="list-style-type: none"> • Good Communication (written & spoken) in Hindi and working in English • Problem solver, analytical skills • Result Orientation, Task orientation, self-starter, thought clarity • Experience with participatory extension approaches and farming system. • Thorough understanding of value chain of production, processing, storage and distribution with emphasis on market oriented production systems. • Should be able to travel extensively within the project districts/ villages • Stakeholder coordination, Social issues livelihood • Oriya language preferred
Personal Attributes	<ul style="list-style-type: none"> • Passionate commitment to IGS mission • Attitude towards OCTAPACE work culture. • Ability to effectively communicate with the public and other key stakeholders • Good analytic skills, judgment and ability to make independent decisions informed by both quantitative and qualitative data (including informal

	<p>feedback from stakeholders and non-business context: socio-political-religious environmental factors)</p> <ul style="list-style-type: none"> • Ability to work with minimal direction • Ability to confront the situation and problem solving attitude • Self Initiative attitude • Good interpersonal, relationship management, customer service, and rapport building skills • Good leadership and people management skills, with ability to manage people both directly and indirectly at multiple levels and remotely. • Ability to prioritize, multi-task, delegate, and proactively resolve problems • Demonstrated potential to take initiative in building a growing target group base and team
Application Requirements	<ul style="list-style-type: none"> • Detailed CV that includes year-wise details of relevant work experience and educational attainments • Contact details of three professional references • Covering note explaining your interest in and suitability for this position <p>Applications incomplete in any respect may not be considered for this selection process.</p>
Contact Details for applying	<p>Applications are to be submitted over email to igsplacements@igsindia.org.in</p> <p>Applications submitted through any other channel or process will not be considered for this selection process.</p>
Deadline for Receipt of Applications	1600 hours on 30 th July 2021
<p>Indian Grameen Services is an equal opportunity employer. We are striving to bring gender balance in our staff composition across levels. Hence, women candidates are especially encouraged to apply.</p>	