

Announcement No: GVM/VA/external/04/2018

Job Descriptions

1. Cluster Facilitator:

A. Job Summary:

- 1. Position:** Cluster Facilitator
- 2. Total Position:** 4
- 3. Work Location:** The Project will be implemented in Nalbari, Kamrup (Rural) and Baksa district of Assam. Project Manager will have to coordinate and manage all process and programmes from head office of GVM, situated at Village Kordoitola, P.O: Barbari in Nalbari district of Assam
- 4. Nature of engagement:** The position is project based and purely on contractual basis for a period of 35 months, initially for a period of 11 months. The organization reserves the right to discontinue his/ her service at any point of time during the project, based on his/ her performances, relationship with the organization, adherence to the protocol and interest.
Reports to: Project Manager
- 5. Honorarium:** INR 20,000/- per month

B. Key functions:

1. Assist Project Manager and or designated authority in planning and managing day to day activities of the project.
 2. Manage day to day assigned activities of the project in close coordination with Project Manager and other staff
 3. Inform updates of all process and programmes to Project Manager and authorized person of GVM
 4. Prepare monthly action plan and need base action plan, monthly activity reports related to the job at specified time
 5. Develop and compile relevant resource materials and disseminate the same among target audience
 6. Organize training programme, camp, networking meeting
- 7. Job Responsibilities:**
1. Responsible for guiding, coordinating and assisting Education facilitators
 2. Responsible for ensuring targeted achievement of intervention, both financial and physical , in assigned project area/ cluster
 3. Responsible for regular update and maintenance of MIS with other staff.
 4. Responsible for ensuring quality and take follow up action

5. Responsible for collect reports, data and information and reporting to authority, as per guidelines and direction
6. Prepare monthly programme performance update, collect data, information and submit as per requirements of the project
7. Assist project Manager in networking and strengthening network among different stakeholders
8. Guide others staff, coordinate and facilitate team in implementation of project activities
9. Monitor, review and documentation of process and outcome, prepare plan and execute necessary follow up action to achieve desired outcome
10. Prepare training module, relevant resource materials. Compile updated information , skill and idea on child education and act as key resource person in disseminating knowledge, skill and values in different programme
11. Lead and coordinate training programme, coordinate residential and non residential camp, teachers training ,
12. Coordinate process for empowering community organization (children assembly and mothers group, school management committee, teachers association)
13. Support partner organization, team members in conducting programme, tracking targeted outcome

14. Required knowledge, skill and abilities:

1. Job Requirements

Proficiency in read, write and speaking in local language, communication and report writing skill, leadership quality, ability to manage, guide and facilitate team work, ability to work in rural areas, work with teachers and students, willingness to extensive travel and staying in field is desired.

2. Education and experiences:

Post graduation with one year experience or Graduation in any discipline with at least three years working experience in coordinating development project particularly on education sector is essential.

3. Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position

2. Education Facilitators:

A. Job Summary:

1. **Position:** Education Facilitators
2. **Total Position:** 14
3. **Work Location:** Assigned villages and schools in targeted project areas.
4. **Nature of engagement:** On contractual basis for a period of 35 months, initially for a period of 11 months. The organization reserves the right to discontinue his/ her service at any point of time during the project, based on his/ her performances, relationship with the organization, adherence to the protocol and interest.
5. **Reports to:** Project Manager
6. **Honorarium:** INR 10,000/- to 15,000/- per month

B. Key functions:

1. Assist Project Manager , cluster facilitators and or designated authority in planning and managing day to day activities of the project.
2. Manage day to day assigned activities of the project in close coordination with Project Manager and other staff
3. Inform updates of all process and programmes to Cluster Facilitator, Project Manager and authorized person of GVM
4. Prepare monthly action plan and need base action plan, monthly activity reports at specified time
5. Coordinate and lead assigned action / activities at field level and ensure expected outcome
6. Coordinate network among stakeholders in assigned area

C. Job Responsibilities:

1. Responsible for planning and organizing programme in assigned schools as per guidelines and plan of action described in proposal
2. Responsible for sharing and disseminating knowledge, ideas, skill with students of assigned villages, Institution as well as the teachers.
3. Responsible for organizing programme and assisting teachers and students at assigned Institution.
4. Responsible for achievement of project deliverables as per the targets of the job
5. Responsible for ensuring quality and take follow up action
6. Responsible for timely reporting to authority, as per guidelines and direction
7. Prepare monthly programme performance update, collect data, information and submit as per requirements of the project
8. Monitor, review and documentation of process and outcome, plan and execute necessary follow up action to achieve desired outcome

9. Collects data, maintains MIS and reports in the required formats.
10. Close coordination with the technical staff for regular maintenance.
11. Day to day interaction with teachers, monitoring and motivating teachers for ensuring quality education.
12. Take active role in training teachers, and maintain logs on their progress.

D. Required knowledge, skill and abilities:

1. Job Requirements

In depth knowledge and understanding on issues related to education and using technology in education is essential. Proficiency in use and operating Computer, read, write and speaking in local language, communication and report writing skill, leadership quality, ability to manage, guide and facilitate team work, ability to work in rural areas, work with teachers and students, willingness to extensive travel, stay and closely work in assigned area is essential. Patient, good communicator and knows how to handle situations in schools. Is open about student centered approached in education technology and have an interest in the area.

2. Education and experiences:

Graduation in any discipline with at least 45% average marks from HSLC to graduation. TET / B.Ed/ D.El.Ed. qualified persons are encouraged to apply.

E. Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position

3. Admin and Accountant:

A. Job Summary:

- 1. Position:** Admin and Accountant
- 2. Total Position:** 1
- 3. Work Location:** Project office.
- 4. Nature of engagement:** On contractual basis for a period of 35 months, initially for a period of 11 months. The organization reserves the right to discontinue his/ her service at any point of time during the project, based on his/ her performances, relationship with the organization, adherence to the protocol and interest.
- 5. Reports to:** Project Manager
- 6. Honorarium:** INR 15,000/- per month

B. Key functions:

1. Assist Project Manager and or designated authority in planning and managing day to day activities of the project.
2. Manage day to day accounts of the project as per policies of GVM
3. Assist Project Manager and or designated authority in planning and managing activities related to logistic support of the project

C. Job Responsibilities:

1. Responsible for processing of activities related to accounts of the project
2. Responsible for regular update, keep and preserve financial records and information of the project
3. Responsible for preparation of financial statement as per requirement and guidelines and assist project manager and authority of GVM in timely submission of such reports.
4. Responsible for processing of activities related to logistic support of the project
5. Responsible for regular update, keep and preserve records and information related to stock management, logistic arrangement, support services etc. of the project
6. Assist Project Manager and other staff in arrangement of facilities, store, stock, travels etc.

Required knowledge, skill and abilities:

D. Job Requirements

Proficiency in operating Computer for accounting purpose, read, write and speaking in English as well as in local language, communication skill, ability to manage accounts, drafting letters, knowledge on current policies and Acts related to financial matters (such as income tax, TDS, logistics services etc), knowledge and ability to manage stock book is desired.

E Education and experiences:

BCOM with at least two years working experience in accounts management of development project and logistics management in any organization is essential.

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