



Office of the Mission Director,
Sanjeevini –NRLM, Karnataka State Rural
Livelihood
Promotion Society, RD & PR Department
55, Abhaya Complex, Risaldhar Street, IVth floor,
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Advt.NO:KSRLPS/sub -1/23/2012-13 Dated: 22.11.2014

KSRLPS – Sanjeevini invites applications from dynamic professionals for the position of Chief Operating Officer (Operations).

| Position Name | No's |
|---------------------------------------|------|
| (Chief Operating Officer – Operation) | 1 |

Interested candidates can apply by sending their updated Resume to recruitment.ksrlm1@gmail.com before **13th December 2014**.

For detailed job description, eligibility criteria, & other details, please visit www.rdpr.kar.nic.in

-Sd- Mission Director (Karnataka State Rural livelihood Promotion Society)

Karnataka State Rural Livelihood Mission

Karnataka State Rural Livelihoods Mission (KSRLM) has been entrusted with the task of implementing National Rural Livelihoods Mission in the state of Karnataka. Sanjeevini is the name given to the Karnataka State Rural Livelihood Mission. Sanjeevini will be implemented in the State through a registered society called the **Karnataka State Rural Livelihood Promotion Society**. The mission of the KSRLM is - "To reduce poverty by providing gainful wage and self-employment opportunities through community institutions resulting in sustainable improvement in their livelihoods and to enhance the livelihood opportunities."

KSRLPS - Sanjeevini invites applications from dynamic professionalsfor following position.

| Position Name | Vacancy | Location |
|--------------------------------------|---------|-----------|
| Chief Operating Officer - Operations | 1 | Bangalore |

Only 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. The selection process, date and time shall be informed to the shortlisted candidates via email.

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.ksrlm1@gmail.com before 13th December 2014.

Candidates are requested to mention the name of the post applying for in the subject line of the email ("Application for the post of Chief Operating Officer - Operations.")

CHIEF OPERATING OFFICER – OPERATIONS

Job Description

SUMMARY:

Directs, administers, and coordinates the internal operational activities of the organization in accordance with policies, goals, and objectives established by the Mission director, KSRLPS. Leads and directs the following functions of thematic units: Livelihoods, Social Mobilisation & Capacity Building, Social Development & Communication, Monitoring & Evaluation, Financial Inclusion, Human resources & Administration Assists the Mission Director in the development of organization policies and goals that cover operations, personnel, financial performance, and growth of the thematic units mentioned above.

RESPONSIBILITIES:

The Chief Operating Officer will work under the guidance and supervision of the Mission Director, KSRLM. The incumbent will be primarily responsible for the work of the Mission on all thematic units. The COO will work towards attainment of the results envisaged by the Mission to the required standards of quality and within the constraints of time and cost.

- Providing strategic guidance to the entire operation of NRLM including CM-IB, Micro Finance, Livelihoods, Skill Development and M & E Activities. Network with public and private stakeholders and create a space for NRLM in the state.
- Responsible to the State CEO (CEO) and work closely with other members of SMMU.
- Responsible for overall design and implementation of program component of the project.
- Ensure timely implementation of activities and fund disbursement under program component
- Planning, organizing, directing, controlling and monitoring of the operations and overall success implementation of the mission.
- Prepare annual budget and action plan with inputs from other staff members in SMMU for program component and monitor its progress
- Guiding and Motivating the Thematic heads / State programme Managers and District programme managers for the effective implementation of the mission.
- Directs internal operations to achieve budgeted results and other financial criteria.
- Be responsible for project planning and overall progress of program implementation.
- Develops and establishes operating policies and insure their adequate execution. Appraises and evaluates the results of overall operations regularly and systematically, and report the results to the Mission Director.
- Insures that all activities and operations are performed in compliance with NMMU & State regulations.
- Develops and maintains a sound plan of organization. Establishes policies to insure adequate management development and to provide for capable management succession for thematic units.

- Organize review meeting of program staffs to assess project progress and performance.
- Undertake periodic field visits and work closely with DMMU and BMMUs to monitor progress of overall program component as per annual plan and prepare necessary reports.
- Any other task as assigned by the CEO.

Functional Competencies:

Job Knowledge/Technical Expertise:

- Deep understanding of issues pertaining to poverty reduction, livelihoods, and social development;
- Good understanding of development issues such as human development, inclusive development, gender and participation;
- Possesses ability to research and conceptualise on issues related to poverty reduction and livelihoods, and analyze data;
- Strong facilitation and presentation skills to varied audience.
- Should have managed externally aided/ government funded large development projects in the country (National level is preferred).
- Has the ability to provide a vision to the project and can lead it from the front.
- Has strong interpersonal skills and has an experience of managing a multi disciplinary team of professionals.
- Has the ability to network with public and private stakeholders including banks. Possess strong negotiation and conflict resolution skills.

Past Experience:

- Overall more than 12 years management experience with at least 5 years experience in development sector at grass root level.
- Hands-on design and implementation of large development projects.
- Large Poverty Reduction/Livelihoods/Social Development Projects as part of senior management;

Qualification: Full time post graduate degree in any discipline from a recognized university.

Age: Below 55 Years

Preferable:

- Good understanding of the work environment in the social / development sector.
- Knowledge of Kannada (Read & Write)

Travel:

- Willingness to travel.

Remuneration Package: Rs 1, 00,000 - 1, 25,000 per Month (Consolidated Pay).