



Office of the Mission Director,
Sanjeevini –Karnataka State Rural Livelihood Promotion Society,
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Sheshadripuram, Bangalore – 560 020
Phone: 080 - 23083000

Notification No: KSRLPS/HR/06/2014-15

Dated:10/12/2014

Sanjeevini- Karnataka State Rural Livelihood promotion society invites applications from committed development professionals who wish to contribute their knowledge, experience and skills to eradicate poverty in rural areas of Karnataka for following positions.

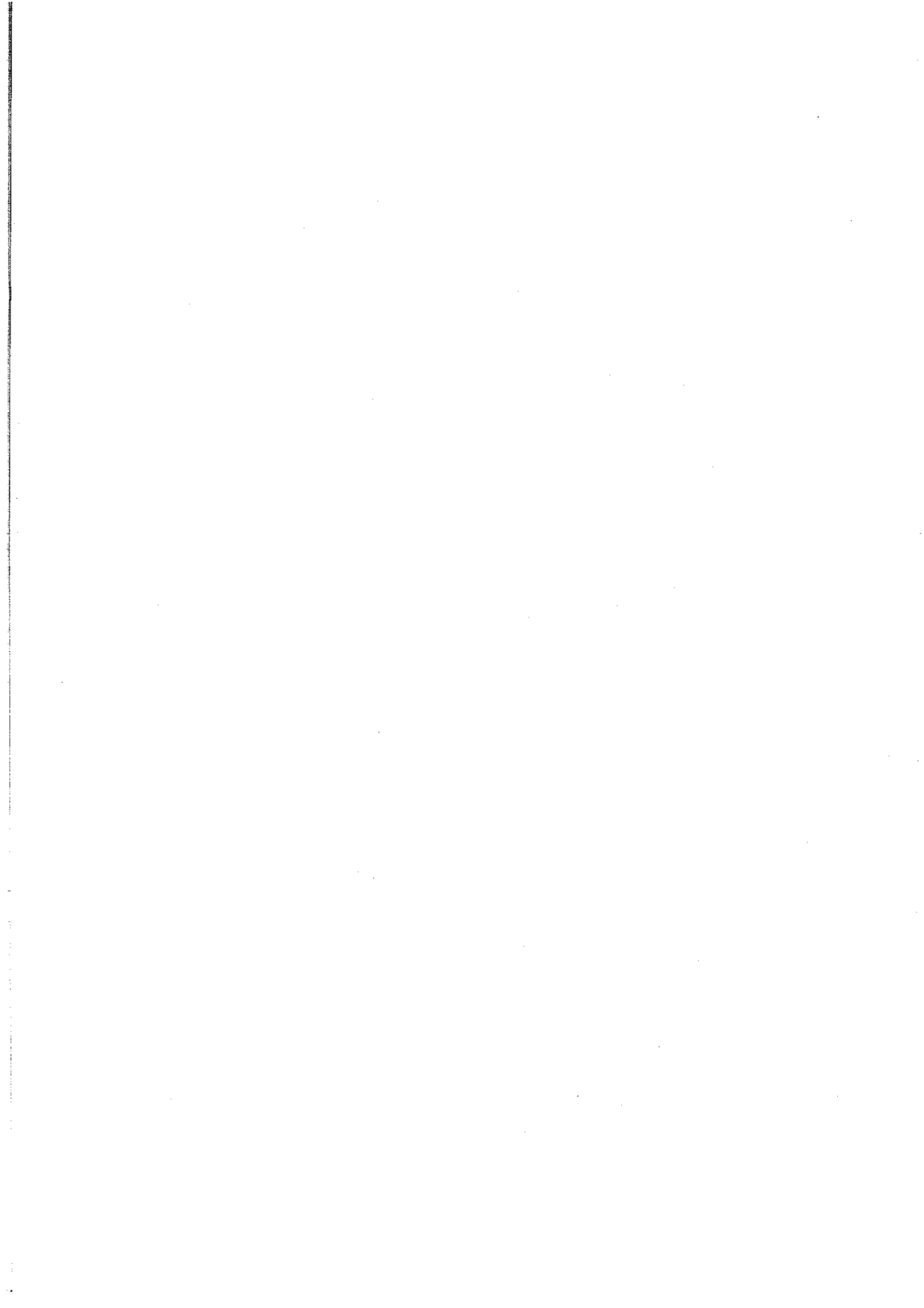
Position Name	Vacancy
State Programme Manager - MIS	01
State Programme Manager - Procurement	01
Assistant Manager – Human Resource	01

Interested candidates can apply by sending their updated Resume to recruitment.ksrlm3@gmail.com before **20th December 2014**.

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

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

-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 committed development professionals who wish to contribute their knowledge, experience and skills to eradicate poverty in rural areas of Karnataka for following positions.

Position Name	Vacancy	Location
State Programme Manager - MIS	1	Bangalore
State Programme Manager - Procurement	1	Bangalore
Assistant Manager - HR	1	Bangalore

Only candidates shortlisted on the basis of the applications will be contacted and should be prepared to attend the selection process.

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

Candidates who have applied before for the position, State Programme Manager – MIS and Assistant Manager HR – in response to advertisement notification no:KSRLPS/HR/06/2014-15, dated: 05.09.2014 (State Programme Manager - MIS notification) and notification no:KSRLPS/ADM/70/2014-15, dated:27.10.2014 (Assistant Manager - HR), need not to apply again.

The earlier advertisement notification no:KSRLPS/ADM/70/2014-15, dated:27.10.2014 for the position of State Programme Manager – Procurement stands cancelled. The candidates applied earlier shall apply afresh.

Interested candidates can apply by sending their updated Resume to recruitment.ksrlm3@gmail.com before **20th December 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	State Programme Manager - MIS
Salary Range	60000 – 80000 Per Month
Eligibility	Any full time Post Graduate (2 Yrs), (preferably Masters in Computer applications, or Information Technology, MBA – Systems / IT, or MSc IT) with minimum 7 years of relevant experience at larger scale of Management Information system in rural development sector. Age: Below 65 years
Job Description	<p>SPM - MIS shall:</p> <ul style="list-style-type: none"> ● Prepare annual work plan, perspective plan under the MIS component. ● Design, implement & monitor comprehensive MIS system. ● Design the work flow of activities under MIS system. ● Coordinate with external agency for rollout of MIS system. ● Ensure timely and accurate entry data at all levels. ● Establish a quantitative & qualitative M&E mechanism to measure outputs, results and impact ensuring reporting on a timely and accurate basis, for internal & external purpose. ● Prepare MIS progress report on a monthly basis, review and take appropriate action if required. ● Shall be responsible for designing the capacity building programme on MIS component for staff all levels. ● Any other task as assigned by the Project

Position Name	State Programme Manager - Procurement
Salary Range	60000 - 80000 Per Month
Eligibility	<p>Any full time Post Graduate (2 Yrs) with minimum 7 years of relevant experience at large scale public procurement in any government projects of different departments, corporations/boards / government undertakings/societies etc in different sectors.</p> <p>Age: Below : 65 Years</p>
Job Description	<p>SPM – Procurement :</p> <ul style="list-style-type: none"> ● Accountable for all procurement activities to be carried out by the mission; Prepare & finalize annual procurement plan for undertaking procurement activities at all levels. (State, District & Block & Community) ● Prepare bid advertisements, bidding documents, requests for proposals for consulting services, evaluation reports, draft contracts, and minutes of contract negotiations following procedures of the World Bank / NMMU (National Mission Management Unit). ● Provide operational advice to state & district staff on concepts, policies and procedures for national, local and community procurement. ● Provide technical assistance on pre-tender and post-tender activities (bidding and evaluation) including preparation, planning and contract management of the procurement packages. ● Liaise with NRLM, MoRD for review and get clearance on packages. ● Address procurement issues / queries of bidders on bidding and award issues. ● Prepare proper documentation of all procurement process and activities. ● Review and handle the technical, commercial and legal aspects of procurement at all stages of the implementation cycle. ● Provide oversight and safeguard the procurement principals as outlined in NRLM procurement manual. ● Monitor and ensure compliance with NRLM procurement fiduciary policies. ● Design procurement capacity building activities for the staff members at all levels. ● Any other task as assigned by the Project,

2

Position Name	Assistant Manager - HR
Salary Range	45000 Per Month
Eligibility	Any full time Post Graduate (2 Yrs) with minimum 5 years of relevant experience in the field of administration and human resource management. Age: 28 – 45 Years
Job Description	<ul style="list-style-type: none"> • Manpower Planning – Recruitment & Selection of Manpower for the project. • Development of various HR Policies, HR Annual plan to support overall strategic aims & objectives of the mission. • Work closely with District & Taluk Managers, provide them expert guidance, coaching & support on the full range of HR activities (Including policies & procedures, terms & conditions of employment, leave management, performance management etc.,) in order to ensure a consistent and fair approach to people management. • Developing operational guidelines for implementing programs of the mission effectively. • Organize Induction for new staff & preparing staff capacity building plan. • Deal with complex disciplinary/grievance and HR issues, using HR and organizational knowledge evidencing appropriate decision making skills • Ensure appropriate Performance Appraisal system for the Staff and facilitate Mission Director in carrying out periodical appraisal. • Develop and manage leave, compensation and staff welfare systems in the mission. • Coordinate in developing and periodical review of HR Policies and practices to ensure they are in compliance with the legal and regulatory framework and in alignment with practices followed by other similar organizations. • Any other tasks/ responsibilities assigned by reporting authority and/or by the Mission Director and/or Additional Mission Director

