

Job Analysis for the posts of State Project Manager- Admin, HR & Capacity building, City Project Manager- Social Development & Infrastructure, City Project Manager- Skills & Microenterprises

1. State Project Manager (Admin, HR & Capacity Building)

Job Description	
Job Title:	State Project Manager- Admin, HR & Capacity Building
Job Location	State Mission Management Unit
Level/Grade	Senior Management (SM)
Job Type	Full Time Contractual
Reporting to	State Mission Director
Job Duties & Responsibilities	i. Ensure that state and cities adhere to the guidelines prescribed by DAY-NULM.
	ii. Prepare work plan for implementation of CB&T component in the state.
	iii. Responsible for the CB&T targets of the state.
	iv. Ensure CMMU structures are established and staff ed across all cities in the state.
	v. Identifying technical and capacity building resource agencies, regular interface with them and engage them for building the capacities of the stakeholders of DAY-NULM.
	vi. Responsible for providing need based Technical Assistance to the City Mission Management Units.
	vii. Support the resource agencies in capacity building/ sensitization of CMMUs within or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required.
	viii. Responsible for recruitment of staff and HR related matters
	ix. Responsible for Admin related tasks
	x. Reporting against KRAs.
	xi. Work closely with other State Mission Managers at the state level for successful implementation of DAY-NULM.
	vii. Performing any other related tasks assigned by the State Mission Director, ASULMS.
Job Specification	
Academic Qualification	Minimum Qualification: 2 years full time Post Graduate Diploma in Business Management or Administration/ MBA/Masters in any other relevant discipline.
Experience	<ul style="list-style-type: none"> i. Minimum 5 years relevant experience in staff recruitment, training and capacity building work with state level projects. ii. Previous work experience in managing projects from Social Sector is preferable
Skills & Competence	<ul style="list-style-type: none"> i. Have practical knowledge of computer systems, including internet navigation and various Microsoft Office applications. ii. Have ability to handle large scale planning. iii. Have acknowledged capabilities in partnership management. iv. Have strong analytical, conceptual and strategic thinking skills. v. Possess excellent communications and negotiation skills. vi. Be able to work under pressure and attend to any ad hoc functions as may be required. vii. Be a team player. viii. Have sound leadership and management skills. ix. Be self driven and able to work within tight deadlines.
Other Requirements	<ul style="list-style-type: none"> i. Age – 30 years to 45 years ii. Languages known – Assamese (Proficiency to Read-Write-Speak), English (Proficiency to Read-Write-Speak) and Hindi (Proficiency to Read-Write-Speak).

2. City Project Manager (Social Development & Infrastructure)

Job Description	
Job Title:	City Project Manager – Social Development & Infrastructure
Job Location	City Mission Management Unit
Level/Grade	Middle Management (MM)
Job Type	Full Time Contractual
Reporting to	City Project Officer at CMMU level / State Project Manager – SM&ID and State Project Manager – S&SI State level
Job Duties & Responsibilities	<ul style="list-style-type: none"> i. Ensure that the CMMU adheres to the guidelines prescribed by DAY-NULM. ii. Develop work plan for implementation of SM&ID component for the city. iii. Responsible for the SM&ID, SUSV & SUH targets of the city with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor Development Plan, Vendor Markets Development and Shelters for Urban Homeless, etc. iv. Ensure the SHGs, ALF and CLF structures are established in the city. v. Responsible for providing need based Technical Assistance to Support Staff and COs. vi. Arranging for appropriate linkages with relevant agencies/departments and integrate social mobilisation agenda in implementing of DAY-NULM. vii. Establish liaison with government departments for convergence. viii. Review and monitor the implementation process and progress of SM&ID, SUH and SUSV components. ix. Report generation and documentation of good practices under SM&ID, SUH and SUSV components at City level. x. Ensure reporting of the SM&ID, SUH and SUSV components. xi. Work closely with other Managers at the city level for successful implementation of DAY-NULM. xii. Perform any other related tasks assigned by the City Project Officer of respective CMMU and SPMs at SMMU.
Job Specification	
Academic Qualification	Minimum Qualification: 1) 2 years Full Time Post Graduate Degree/ Diploma in Social Work OR 2) 2 years Full Time Post Graduate Degree/ Diploma in Business Management/ Administration OR 3) 2 years Full Time Masters in any other relevant discipline.
Experience	<ul style="list-style-type: none"> i. Minimum 3 years of experience in social development work with poverty reduction programmes of considerable size and scale. ii. Previous work experience in Govt. sector (preferable).
Skills & Competence	<ul style="list-style-type: none"> i. Have practical knowledge of computer systems, including internet navigation and various Microsoft Office applications. ii. Have strong analytical skills. iii. Possess excellent communications and negotiation skills. iv. Be able to work under pressure and attend to any ad hoc functions as may be required. v. Be a team player. vi. Be a strategic thinker. vii. Have sound leadership and management skills. viii. Be self driven and able to work within tight deadlines.
Other Requirements	<ul style="list-style-type: none"> i. Age – 28 years to 45 years ii. Languages known – Assamese (Proficiency to Read-Write-Speak), English (Proficiency to Read-Write-Speak) and Hindi (Proficiency to Speak).

3. City Project Manager (Skills and Microenterprises)

Job Description	
Job Title:	City Project Manager – Skills and Microenterprises
Job Location	City Mission Management Unit
Level/Grade	Middle Management (MM)
Job Type	Full Time Contractual
Reporting to	City Project Officer at CMMU level / State Project Manager – Skills & Livelihoods and State Project Manager – FI & ME State level
Job Duties & Responsibilities	<ul style="list-style-type: none"> i. Ensure that the CMMU adheres to the guidelines prescribed by DAY-NULM. ii. Prepare work plan for EST&P, Financial Inclusion (UFI) and Self Employment Programme (SEP) agenda for the city. iii. Responsible for the EST&P, UFI & SEP targets of the city iv. Ensure identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved. v. Ensure the bank linkages for SHGs and its members at the city level. Facilitate access to credit for micro enterprises set up by the urban poor at the city level. v. Responsible for providing need based Technical Assistance to COs. vi. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource organisation, and other relevant agencies. vii. Arranging for appropriate linkages with relevant agencies/departments and integrate UFI and SEP agenda in implementing of DAY-NULM. viii. Ensure reporting against KRAs. ix. Work closely with other Managers at the city level for successful implementation of DAY-NULM. x. Perform any other related tasks assigned by the City Project Officer of respective CMMU and SPMs at SMMU.
Job Specification	
Academic Qualification	Minimum Qualification: 1) 2 years Full Time Post Graduate Degree/ Diploma in Social Work OR 2) 2 years Full Time Post Graduate Degree/ Diploma in Business Management/ Administration OR 3) 2 years Full Time Masters in any other relevant discipline.
Experience	<ul style="list-style-type: none"> iii. Minimum 3 years of experience in social development work with poverty reduction programmes of considerable size and scale. iv. Previous work experience in Govt. sector (preferable).
Skills & Competence	<ul style="list-style-type: none"> ix. Have practical knowledge of computer systems, including internet navigation and various Microsoft Office applications. x. Have strong analytical skills. xi. Possess excellent communications and negotiation skills. xii. Be able to work under pressure and attend to any ad hoc functions as may be required. xiii. Be a team player. xiv. Be a strategic thinker. xv. Have sound leadership and management skills. xvi. Be self driven and able to work within tight deadlines.
Other Requirements	<ul style="list-style-type: none"> i. Age – 28 years to 45 years ii. Languages known – Assamese (Proficiency to Read-Write-Speak), English (Proficiency to Read-Write-Speak) and Hindi (Proficiency to Speak).

Classification of Posts

Level / Grade	Job Title / Designation
Top Management (TM)	SMD / AMD
Senior Management (SM)	SPM
Middle Management (MM)	CPM
Junior Management (JM)	Project Assistant / Project Executive
Support Staff (SS)	MIS Executive / Accounts Manager / Accountant / Computer Operator / Multi - Tasking Official
Field Staff (FS)	Community Organiser
Grade IV (GIV)	Office Assistant / Cleaner