





JOB DESCRIPTION

Hiring of Consultants for Block Mission Management Unit, UMEED Scheme

I. JOB DETAILS

Job Title	Senior Project Manager– (Finance & Procurement)		
No. Of Vacancy	1	Upper age limit	45 Years as on date of notification
Remuneration	Rs. 60000/-* per month		
Job Location	Jammu / Srinagar (Full Time Work from Office)		
About Client	The Department of Rural Development and Panchayati Raj is responsible for implementing Poverty Alleviation Programmes and other Socio-Economic developmental schemes for rural upliftment and for strengthening institutions of local self-government i.e., Panchayats. The objective of Rural Development is to provide responsive, accountable, transparent and people friendly administration.		
Contractual Status	Initially for the period of one (1) year		
Block Level Purpose	To provide leadership in financial management and planning at division/district/block level.		
Level Reporting	Mission Director		
Job Roles & Responsibility	<ol style="list-style-type: none"> 1. Establish FMS and update regularly. 2. Undertake monitoring of expenditure as per Annual Action Plan under each component proactively. 3. Maintain & update on various finance and accounting portal like J&K BB portal, Bharatkoos, PMFS portal etc. 4. Maintain & update various reporting formats like IUFR/ MPR/ Utilization Certificates. 5. Facilitate Procurement of Goods and services as per standard practice. 6. Facilitate in developing of RFP, tenders etc related to procurement under JKRLM. 7. Ensure that all the major procurements are done on e-market platform through (RFP, tenders, quotation etc) 8. Ensure timely availability and disbursement of project funds. 9. Ensure timeliness of accounts and finance related information. 10. Ensure timely disbursement of Community Support Fund (like- Start-up fund, Capacity building, livelihoods funds, RF, CIF, VRF, etc.) 11. Ensure Timely disbursement of Salary, TA/DA and other allowances. 12. Extend cooperation and support in internal and external audit. 13. Ensure financial targets as per plan. 14. Oversee, analyse and report the expenditure is done as per the plan. 15. Maintain office registers e.g case/stock/asset register, etc. 16. Establish financial system as per industry standard and advisories of Govt. 		

	of India, MoRD. Take up any other task as allocated by competent authority
Mandatory Educational Qualification	Master's Degree in Commerce / MBA in Finance and Tally knowledge
Mandatory Experience Requirement	7 years
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