

# Section 4(1)(b)(ii) of Right to Information Act, 2005

## NERCORMP

### **Powers and duties of officers and employees**

#### **IN THE PSU**

##### **Managing Director**

###### **Duties and Responsibilities:**

- He/She is full time Chief Executive of the Project. He/She convenes all the meetings of the Board of Management as Member Secretary in consultation with the Chairman of the NERCRM Society.
- It is his/her duty to see that the provisions of the bye-laws of the society, the rules and regulations and decisions of the Board of Management/ Annual General Meetings are faithfully observed/ carried out and shall possess all powers necessary for this purpose.
- It is his/her duty to co-ordinate and exercise general supervision over all the activities under the Project.
- In any emergency situation which, in the opinion of the MD, requires immediate action to be taken, he/she takes such action as deemed necessary and, at the earliest opportunity, thereafter, reports his/her action to the Chairman of the NERCRM Society.
- The other duties, powers and functions of the MD are specified in the bye-laws of the Society.

##### **Director (Monitoring & Evaluation)**

###### **Duties and Responsibilities:**

- Assist the Managing Director in providing conceptual strategic, policy and operational guidelines for project implementation, monitoring and evaluation;
- Interact frequently with the DSTs and other stakeholders at the field level to monitor and review their performance, elicit their views and priorities regarding project implementation and recommend measures for the improvisation of implementation methodology;
- Review the project progress on a monthly basis and resolve implementation problems and ensure streamlined flow of funds, etc.
- Constantly liaise with the participating agencies to ensure effective implementation of the Project activities;
- Resolve implementation constraints and provide supportive guidance to the partner communities and DSTs and dynamic feedback to the MD and other members of the management team;
- Oversee the performance of the agency contracted to design and implement M&E system, support and train the district staff and other stakeholders in the operation of MIS, CPM system used in M&E work;
- Assist Managing Director (MD) to facilitate DSTs in the preparation of Annual Work Plan and Budget (AWPB) preparation of community action plans (CAPs) and also assist to co-ordinate the compilation and approval of AWPB and oversee the implementation of the plans.
- Coordinate the preparation of periodic progress reports, and provide dynamic feedback to the field staff and to the management, including GoI, NEC and IFAD.
- Prepare periodic overview of the project outlining the different trends, strategies and innovations in the participating districts;
- Obtain the services of experts in participatory monitoring and evaluation and develop a community centered participatory monitoring system and oversee its implementation;
- Assist the Managing Director in conducting internal management reviews and assist the management in making such decisions that would accelerate the pace of implementation of the Project and enhance the development impact;
- Any other task assigned by the MD that would contribute to the realization of Project objectives;

### **Director (Administration)**

#### **Duties and Responsibilities:**

- Human resource Management, corporate planning and administrative services.
- Shall plan and administer a variety of administrative support programmes, including real property matters (e.g. space management; lease management and facilities engineering); mail service; Tele Communications; occupational health and safety; security; office supply management; and repository management of all files and official documents.
- The Director (Administration) shall be responsible for the Project's operation specifically administrative management functions, personnel management functions and other special assignments.
- The Director (Administration) shall guide the Project and advise the management of all its organizational and service challenges.
- The Director (Administration) shall coordinate and supervise all General Service and Support Staff and as such, is responsible for their performance appraisal, and all other supervisory functions.
- The Director (Administration) shall ensure that administrative records (correspondence, inventory, etc.) in all offices are well organized, maintained and updated.
- The Director (Administration) shall provide periodic written reports on administrative matters to the MD.
- The Director (Administration) shall recommend and implement best practice/ methodology to accomplish effective project administration and Project's overall goals.
- The Director (Administration) shall be responsible to handle travel and accommodation arrangements for its Officials on official tours.
- The Director (Administration) shall be responsible for review of Project Management Cost budgets and recommend improvements and adjustments.
- The Director (Administration) shall be responsible to organize meetings, seminars, workshops and other official events.
- The Director (Administration) shall develop appropriate communications procedures to ensure that all members of staff are informed regarding the policies and directions of Project.
- Any other task assigned by the MD that would contribute to the realization of Project objectives.

### **Director (Finance)**

#### **Duties and Responsibilities:**

- Preparing annual budgets based on annual work plans and assisting the Development Support Teams (DSTs) in the Districts in drawing up of district budgets
- Ensuring maintenance of adequate records of all financial transactions; monitoring of funds management at the district level in the Project districts including monitoring of financial management procedures of the project implementers, e.g NGOs;
- Expediting release of funds to implementing agencies for timely implementation of Project activities.
- Maintaining overall project accounts
- Negotiating contracts with Project partners to be directly funded by the Programme Support Unit and releasing funds to them;
- Ensuring timely submission of reimbursement claims by district societies and other project partners together with required supporting documentation and following up on outstanding issues;
- Compiling consolidated annual budget for the Project
- Preparing consolidated reimbursement claims for submission to IFAD in accordance with GoI procedures;
- Procuring equipments which are to be procured at PSU level;
- Ensuring adequate internal and external audit procedures are in place for project funds;
- Any other task assigned by the MD that would contribute to the realization of Project objectives

### **Director (Natural Resource)**

#### **Duties and Responsibilities:**

- Assist the Managing Director in providing conceptual, strategic, policy and operational guidelines for project implementation in the areas of Natural Resource Management and Agri-extension.
- Interact frequently with the DSTs and other stakeholders at the field level to guide in Natural Resource Management and Agri-extension.
- The Dir (Natural Resource) will be responsible for formulating strategic long-term planning for addressing issues concerning development of economic livelihood activities while concurrently addressing sustainable natural resource management.

- The Dir (Natural Resource) will more specifically be responsible for addressing issues related to food security-management of production systems, identification & transfer of technologies; Issues related to agro-forestry based income generation- upgradation in this regard and development of long term strategy for a balanced sustainable economic development which does not compromise food security.
- Identification of appropriate technologies and management options in regard to the above and facilitation of the transfer of such technologies and management options in regard to the above and facilitation of the transfer of such technologies/ management options to the community;
- Issues related to optimized natural resource management to ensure the establishment of sustainable livelihood options for the communities in the project districts;
- The implementation of the New Products Research and Development Components of the Project
- Establish and coordinate linkages with appropriate agencies, institutions and organizations in regard to the above;
- Provide advice, guidance and direction to the Development Support Teams at the Districts in matters relating to sustainable Natural Resource Management and Agri- Extension.

#### **Director (Technical)**

##### **Duties and Responsibilities:**

- He is responsible for management of ongoing infrastructural development projects; apply commonly used engineering calculations, practices and precedents related to the construction or repair of buildings, roads and bridges; and installation of energy production units and other related structures/ activities in the project villages
- He conducts preliminary site investigations to obtain field data such as soil characteristics, drainage and other data required for building site selection in consultation with the Line Depts. and other experts.
- He will liaise with line engineers and mission specialists responsible for installation of power generating units; Coordinate and mobilize the line departments and the villagers to bring out the best models of energy production methodology and maintenance of the same through exchange and comparison of available village data; Conduct investigations to develop improved and low cost construction techniques; Produce cost estimates on engineering-related requirements of the Project.
- Under the direct supervision of the MD, the Dir (Tech) will be responsible to ensure application of standard engineering practices and precedents in the construction, installation of micro power plant (Hydel, Solar, Biomass, Wind energy); maintenance and distribution of energy to the Villagers and; repair and liquidation of structures/ facilities.
- The Dir (Tech), in consultation with MD, advises the DSTs on Village infrastructure development with special attention to Village electrification, preparation of inter-village roads and etc., to enable the villagers to transport their produces and improve their living conditions.
- He will liaise with the line departments and other agencies to ensure village energy security.
- He will be responsible for training the community to maintain and run facilities developed through the initiative of the Project.

#### **Director (Gender and Institution)**

##### **Duties and Responsibilities:**

- Guiding and assisting NGOs in community institution building, interacting with women in communities to gain better understanding of women's' perceptions and guiding NGOs in approaches to integrating women into Project activities.
- Reviewing participation of women in community development activities and decision making processes and making recommendation to improve processes.
- Guiding development of women's SHGs and in particular assisting with the establishment of clusters of SHGs, ensuring adequate representation of women in all Project activities, monitoring impact of Project activities on status of women, monitoring gender orientation of participating agencies.
- Network with all Gender related organization and Cells, network with women commission of all the participating states, and conduct and organize gender workshop for all the Project staff & NGOs.
- Develop communication materials on Gender issues, develop and organize training programme for capacity building of NGOs.

### **Director (Marketing & Value Chain)**

#### **Duties and Responsibilities:**

- Assist the Managing Director in providing conceptual, strategic, policy and operational guidelines for Project implementation in the areas of Marketing and Agri business.
- Build vision of the Project at different levels
- Ensure the highest technical and professional standards in the Organisation's initiatives, programmes and services.
- Strategically Plan, implement, supervise and monitor all aspects of Marketing and Agribusiness needs of the Project.
- Identify individuals and institutions with expertise in marketing of agricultural and non timber forest products available/ likely to be available in the project area, and develop and utilize appropriate strategies for marketing of these materials
- Interact frequently with the Development Support Teams and other stakeholders to review their performance, elicit their views and priorities regarding project implementation and recommend measures for the improvisation of implementation methodology;
- Establish and coordinate/ collaborate linkages with appropriate agencies, institutions and organizations in regard to Marketing.
- Liaise with various national and international experts and also with public and private sector industries to build and develop enterprise in the Project areas.
- Provide advice, guidance and direction to the Development Support Teams at the Districts in matters relating to Marketing;
- Assist Managing Director to facilitate the DSTs in preparation of Annual Work Plan and Budget (AWPB), preparation of community action plans (CAPs) and also assist to co-ordinate the compilation and approval of AWPB, and oversee the implementation of the plans;
- Assist the Managing Director in conducting internal management reviews and assist the management in making such decisions that would accelerate the pace of implementation of the Project and enhance the development impact.
- Any other task assigned by the Managing Director that would contribute to the realization of the Project objectives.

### **Director (Financial Institutions & Financial Services)**

#### **Duties and Responsibilities:**

- Micro Finance Specialist is responsible for developing vision, philosophy, policies and business development plans related to Microfinance in the District. S/he has to identify and establish a think tank at sub-district and district level. Dir (FI&FS) is responsible for assessing Capacity Building requirements of various stakeholders on regular basis and conduct Capacity Building event. S/he has to support DST in preparation of training modules and training aids. S/he has to rate SHGs and their federations and ensure linkage with external financial institutions at different levels viz. SHG and their federations.
- Strengthening capacity of SHGs, particularly, in the areas of financial institutions;
- Capacity building training of NGOs/ SHGs to manage saving and external credit including training on basic institutional management of SHGs.
- Coordination among financial institutions, NGOs and SHGs for organizing various training and exposure programmes relating to microfinance.

### **Coordinator (Knowledge Management & Communication)**

#### **Duties and Responsibilities:**

- Plan to implement and monitor all aspects of Development Communication and Corporate Communication needs of the Project;
- Identify individuals and institutions with expertise in effective and appropriate development communication methodologies; work with such experts in studying the traditional modes of communication strategies and methodologies for dissemination of information relating to the project with active participation of the stakeholders.
- Organise production and coordinate application of suitable communication materials for awareness generation and technology dissemination for community institution, livestock and fisheries resources, forestry and environmental management, health, nutrition and education, etc.
- Organise orientation and communication skill training/ workshops for the DSTs and Project partners.

- Network with projects across the globe, especially those assisted by IFAD, that are focused on natural resources management and community institutions development, to obtain literature, films, documentaries, posters and other communication software, and work with the experts to contextualize such material to the Project and ensure their widespread dissemination across the project areas.

#### **System Analyst (ICT)**

##### **Duties and Responsibility:**

- Plan, advise, implement and monitor all aspects of information & communication technologies and Development Communication and Office Automation needs of the Project.
- Review, Design, maintain and upkeep hardware, software and network setup of the Project.
- Ensure maintenance of Local Area Network and maintenance of client server network.
- Establish, coordinate and maintain the communication network across different units of the Project through modern information technology for efficient and effective real time dissemination of information.
- Network with Projects across the globe, especially those assisted by funding agencies, that are focused on natural resources management and community institutions development to obtain literature, films, documentaries, posters, and other communication software and work with experts to contextualize such material to the Project and ensure their widespread dissemination across the Project area.
- Identify and train staff on ICTs including extensive and appropriate use of Internet Technologies for Rural/ Community Development.
- Maintain and update the Project Website
- Any other task assigned by the Managing Director that would contribute to the realization of Project activities.

#### **Assistant Accounts Officer**

##### **Duties and Responsibilities.**

- Supervision of day to day Accounts functions.
- Processing of bills for procurement of goods, works and services for payment.
- Preparation of all kind of vouchers such as cash, bank and journals.
- Maintenance of cash book, bank book, cheque book, general ledger, assets register and loan ledger.
- Preparation of bank reconciliation statement.
- Preparation of monthly receipt payment and statement of expenditure.
- Operating accounting software, entering all vouchers in the computer and ensuring all kinds of reports from the computerized accounting package.
- Assisting in preparation and consolidation of Annual Work Plan and Budget (AWPB)
- Assisting in Administrative function of office including maintenance of vehicle, telephone and fax services, electrical and water services including internet and e-mail.
- Preparation of monthly salary bills.
- Checking of travel allowance bill of project staff.
- Assisting in organizing meeting and workshop.
- Extensive visit to project districts for supervision of financial management accounting system of District Societies/ NaRMGs/ SHGs/ NGOs.
- Assisting in Internal and Statutory Audit.
- Any other job relating to Accounts, Finance, Audit and Administration as assigned from time to time.
- Shall work under the close supervision of Director (Finance) along with the above Terms of Reference.

#### **Project Officer**

##### **Duties and Responsibilities:**

- To conduct specific researches as per required by the Project;
- To study and find out areas requiring strengthening and improvement and bring to notice of Dir (NR) and Dir (Tech) from time to time;
- They shall also come up with possible solutions to difficulties identified
- To help Project in areas identified and required by Project from time to time
- To establish links with institutions and relevant organizations from time to time
- Any other task assigned by the Dir (NR) and Dir (Tech) that would contribute to the realization of Project objectives.

### **Secretarial Assistant**

#### **Duties and Responsibilities:**

- Setting up and maintaining Office files and records
- Ensuring accuracy and attention to detail of office management/file movement/information management.
- Taking dictations and ensuring accurate transcription in terms of word processing and maintain confidentiality;
- Update and maintain Project contact database and other information database regularly.
- Dealing with enquiries to Project;
- Assisting with arrangement of meetings as required;
- Assisting with making travel arrangement accommodation & transport arrangement as required.
- Attending telephone calls and visitors;
- Assisting procurement and managing office supplies, procuring equipment and arrange for maintenance of the same.
- Handling mails both inwards and dispatch and ensuring records;
- Handle and maintain Office Automation equipments;
- Travel to Districts/Project Areas and other places whenever required
- Undertaking any other clerical/secretarial duties as required by the office.
- Such other duties, commensurate with the grading of the post that may be assigned by the MD or his/her nominee.

### **Office Assistant**

The Office Assistant will specifically perform the following: -

- Setting up and maintaining Office files and records
- Ensuring accuracy and attention to detail of office management/file movement/information management.
- Taking dictations and ensuring accurate transcription in terms of word processing and maintain confidentiality;
- Update and maintain Project contact database and other information database regularly.
- Dealing with enquiries to Project;
- Assisting with arrangement of meetings as required;
- Assisting with making travel arrangement accommodation & transport arrangement as required.
- Attending telephone calls and visitors;
- Assisting procurement and managing office supplies, procuring equipment and arrange for maintenance of the same.
- Handling mails both inwards and dispatch and ensuring records;
- Handle and maintain Office Automation equipment;
- Travel to Districts/Project Areas and other places whenever required
- Undertaking any other clerical/secretarial duties as required by the office.
- Such other duties, commensurate with the grading of the post that may be assigned by the MD or his/her nominee.

### **Driver**

#### **Duties and Responsibilities:**

- Ensure maintenance of Vehicle (s) of the Project
- Maintenance and update of Vehicle Log Book
- Maintain cleanliness of vehicle round the clock
- Maintain fitness of vehicle round the clock
- Any other task assigned by the MD /Controlling Officer/ Reporting Officer that would contribute to the realization of Project objectives.

## **IN THE DST**

### **Project Manager**

#### **Duties and Responsibilities:**

The Project Managers plays a critical role in building a “team” of those assisting Project implementation and facilitating the many linkages required between the communities and NGO field workers, district line departments, and training and support organizations.

Specific responsibilities includes:

- Day-to-day management of project implementation
- Liaising with NGO partners and reviewing performance
- Maintaining contact with project communities to ensure conformity with Project objectives and approach
- Assisting/ guiding communities in development of Community Resource Management Plans (CRMPs)
- Planning and coordinating support to communities from service providers
- Monitoring and supervision of Project activities
- Preparing annual work plan and budget
- Any other task assigned by the MD that would contribute to the realization of Project objectives.

### **Project Technical Officer**

#### **Duties and Responsibilities:**

- Providing technical guidance on options and assisting communities in drawing up their community resource management plan including development of rural infrastructures.
- Coordinating specialist technical assistance to communities from line departments or other sources for implementation of the CRMP;
- Compiling training needs of all project participants and organizing training schedule to meet these requirements;
- Identifying appropriate providers and locations of different training inputs and arranging for the provision of the required training;
- Supervising training inputs and assessing the quality of training provided and adequacy of providers of training inputs;
- Defining communication strategies and media requirements and organizing the necessary inputs;
- Identifying sources of inputs, assisting with establishment of village level nurseries, seed banks, livestock breeding pools and fishery supplies.

### **Business Development Officer**

#### **Duties and Responsibilities**

- Analyse business opportunities in the district in line with the overall project strategy in the sector,
- Develop business plan for the various business in the district;
- Advise the Communities in various functional areas of the business;
- Establish market linkage with industries, entrepreneurs and other potential buyers;
- Develop enterprise groups and facilitate their networking in the Districts;
- Administer, plan and supervise service provision in terms of inbound and outbound logistics to market;
- Business operation, establishment and operation of value addition units such as storing, grading, processing and semi-processing;
- Prepare training programmes for developing specific enterprise and new products;
- Facilitate community owned business ventures in the district with the support from various line agencies and financial institutions.

### **Natural Resource Management Organiser**

#### **Duties and Responsibilities:**

- To assist the Development Support Teams (DST) in each Project District in assessing status of natural resources and demands on such resources in the project villages (and the District as a whole).
- Assessing infrastructure gap and to develop appropriate and need based infrastructure in Project areas. Assessing issues in natural resource use and management in the Project villages (and the district),
- Assess the impact of Project intervention on long term dynamics of natural resources, identify the linkages and assess the impacts of Project intervention on long term dynamics of natural resources, identify the linkages and assess the impact (positive or negative),

- Assess the potential of bio resources within the villages (including forest and other areas belonging to the village) and formulate strategies for ex-situ cultivation and development of agro forestry based products,
- Assess the potential and opportunities for bio-resource based development for the district for the district, Identify potential bio-resources which can be harnessed/ cultivated/introduced into agro-forestry, plantation, fallow areas for addressing the issue of product diversification,
- Identify and assess Traditional technologies/ practices/ knowledge systems (and practitioners) which can be tapped and strengthened after suitable modifications for improving existing production systems and thus, the food and economic security among communities,
- Identify, document and adopt community innovations/initiatives appropriate in project villages as relevant interventions for management on natural resources and upgrading levels of existing livelihood.

#### **Institutional Developmental Organiser**

##### **Duties and Responsibilities:**

- Liaison with partner NGOs, non-partner NGOs and other agencies
- Assist NGOs and Communities in building institutions with appropriate framework
- Facilitate linkages of NaRMGs/SHGs with Financial Institutions;
- Should assist NaRMGs, SHGs, NGOs in identifying their training needs, developing a training schedule and training aids.
- Assist Development Support Teams in dissemination of information and documentation of the same in local languages;
- Guiding NGOs in Community Institution Building; Interact with womenfolk of the communities to gain better understanding of their role in community development and decision making process,
- Develop a participatory institutional monitoring mechanism.
- Any other task assigned by the Project Manager that would contribute to the realization of Project objectives.

#### **Assistant Accountant Officer**

##### **Duties and Responsibilities:**

- Coordinate the Finance and Accounts activities with the Finance Assistants and the DST members
- Preparing annual budgets based on annual work plans and assisting the Development Support Team (DSTs) in the Districts, in drawing up of district budgets.
- Ensuring maintenance of adequate records of all financial transactions; monitoring of funds management at the district level in the Project districts including monitoring of financial management procedures of the Project implementers, e.g. NGOs, etc.
- Expediting release of funds to Community Based Organisations and implementing agencies for timely implementation of Project activities.
- Maintaining overall accounts of the District Society;
- Ensuring timely submission of Utilisation Certificates by district societies and other Project partners together with required supporting documentation to the competent authorities and following up on outstanding issues.
- Compiling consolidated annual budget for the project district
- Procuring equipments which are to be procured at District level
- Ensuring that adequate internal and external audit procedures are in place for Project funds;
- Any other work assigned by the Project Manager that would contribute to the realization of Project objectives.

#### **Internal Auditor**

##### **Duties and Responsibilities:**

Conduct compliance audit for effective implementation of sound Financial Management and Accounting System of Regional Society (RS), District Societies (DS) and Community Based Organisations (CBO) including NGO partners of the Project, checking of Vouchers, Cash Book, Bank Book and all other Book of Accounts, Physical verification of Cash and Assets created in the process of project submission of monthly/quarterly Audit reports, Ensuring compliance of audit objections, Assist in improving Financial Management, Accounts and Reporting system, Attending regular/ periodic meeting with Director (Finance) and PM and any other works assigned from time to time by Project Manager.