

**North Eastern Region Community Resource Management Project (NERCORMP)**  
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The North Eastern Region Community Resource Management Project (NERCORMP) - a project of Government of India (GoI) and North Eastern Council (NEC), being implemented by the North Eastern Region Community Resource Management Society (NERCRMS) invites application from young and experienced professionals for the following vacancies. The overall objective of NERCORMP is to improve the livelihood of vulnerable groups in a sustainable manner through improved management of their resource base in a way that contributes to preserving and restoring the environment.

**A.**

**1. Post: Natural Resource Management and Extension Coordinator (NRMEC)**  
**(Vacancy Code: NRMEC/RS-1/NERCORMP)**

2. Location: To be based in Shillong with extensive travel to the field.

3. Qualifications:

(a) Essential:

Masters degree in Agricultural Science/related subject or equivalent/ development economics / natural resources development (agriculture, forestry, livestock etc) or Graduation in relevant field.

(b) Desirable:

4. Experience: 10 years for Masters degree holders and 15 years for Bachelors degree holders.

Experience should include application of PRA tools for participatory resource planning, direct participation in the implementation of such plans by the community and monitoring its progress using participatory methodologies; Should have led/ coordinate multi sectoral teams in the formulation and implementation of large scale Projects in rural development. or similar projects for the development of communities practicing upland/ slash and burn agriculture for a period of not less than five years; Direct experience with community based natural resources management , agri extension and nurturance of community institutions is mandatory.

4. Age ( as on closing date): upto 45 years

5. Pay Scale: PB-3 (Rs. 15600-39100) + Rs. 5400 GP (TE= Rs. 39864/- at the entry level)

6. Job requirements:

Assist the Programme Coordinator and Development Strategist 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 NRMEC 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 NRMEC 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 balance, 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 collaborate 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.

**B.**

**1. Marketing Coordinator (MC) (Vacancy Code: MC/RS-1/NERCORMP)**

2. Location: To be based in Shillong with extensive travel to the field.

**3. Qualifications:**

(a). Essential:

Masters degree in Business Administration from a reputed University/Institute.

(b). Desirable:

(4). Experience:

Minimum of 5 to 8 years experience in Business Development, Marketing and Strategic Operations in private or public sector organization. Additional experience in International projects is desirable; Experience in Rural Marketing and Agribusiness an added advantage; Empathy with tribal communities; Willingness to travel extensively; Willing to accept tenure of at least 2 years; Computer skills necessary

5. Age ( as on closing date): upto 45 years

6. Pay Scale: PB-3 (Rs. 15600-39100) +GP= Rs. 4500/- (TE = Rs. 33487/- at the entry level)

7. Job requirements:

Under the overall control and guidance of the Project Coordinator (PC) and direct supervision of the APC, the Marketing Coordinator (MC) will perform the following functions.

Assist the Programme Coordinator and Development Strategist 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; Liase 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 Assistant Programme Coordinator (APC) 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; Assist the Programme Coordinator 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 PC that would contribute to the realization of the Project objectives.

**C.**

**1. System Administrator (Vacancy code: SYA/RS-1/NERCORMP)**

2. Location: To be based in Shillong with extensive travel to the field

3. Qualifications:

(a) Essential:

University degree preferably with economics/ commerce/ Master of Computer Application/ PG Degree or Diploma in Computer Science with specialization in Hardware and Networking from a reputed IT School.

(b) Desirable.

4. Experience:

Thorough understanding and hands on experience on Information Technology; Minimum of 3-5 years experience in maintenance of LAN configuration and maintenance of client server network; Hardware experience including maintenance of high end PCs and Servers; Programming experience; Experience on word processing and DTP softwares; Ability to trouble shoot with hardware, operating systems and customized application software; Willing to travel extensively; Willing to accept tenure of at least 2 years.

5. Age (as on closing date): upto 45 years

6. Pay Scale: PB-2 (Rs. 9300-34800)+ GP= Rs. 4000/- (TE = Rs. 32560/- at the entry level)

7. Job requirement:

Under the general supervision and policy guidance of the Project Co-ordinator (PC), the Systems Administrator shall perform the following functions:

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 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 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 PC that would contribute to the realization of Project activities.

**D.**

**1. Communication Officer (CO) (vacancy code no: CO/RS-1/NERCORMP)**

2. Location: To be based in Shillong with extensive travel to the field.

3. Qualifications:

A. Essential: University degree in Mass Communication.

B. Desirable : Post Graduation Preferred.

4. Experience:

Minimum of 4 to 6 years experience in Development Communication/ Corporate Communications in private or public sector organization. Additional experience in Community Development Project is an added advantage; Should have strong writing, speaking and strategic communication skills and be able to apply them to the activities of the Project; Abilities to work as a member of a diverse team, manage multiple priorities and be flexible; Proficiency in the use of word processing. Publishing software and Internet-related technology is a must; Ability to handle Communication and Media equipments; Willing to travel extensively; Willing to accept tenure of at least 2 years

5: Age (as on closing date): upto 45 years

6. Pay Scale: PB-2 (Rs. 9300-34800) + GP=Rs. 4000/- (TE = Rs. 32560/- at the entry level)

7. Job requirements:

Under the general supervision and policy of the Project Co-ordinator (PC), the Communications Officer (CO) will perform the following functions: -

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 the 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, 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.

**E.**

**1. Project Manager (vacancy code: PM/DS-2/NERCORMP)**

2. Location: The present vacancies are for West Garo Hills district of Meghalaya and Karbianglong district of Assam but liable to be posted in any of the Project Districts.

**3. Qualifications:**

**(a). Essential:**

Master degree in social work/ community development, rural development, planning or rural management or equivalent or Bachelors Degree in relevant field

**(b). Desirable :**

**4. Experience:**

Minimum of 10 years experience in rural development, initiative, commitment and broad vision; Empathy with tribal communities, willingness to travel extensively in rural areas and stay in villages; Ability to interact easily with rural communities; Willing to accept tenure of atleast 2 years; Computer skills are an added advantage. For graduates minimum experience required is 15 years.

5. Age (as on closing date): upto 45 years.

6. Pay Scale: PB-3 (Rs. 15600-39100)+GP= Rs. 5400/- (TE= Rs. 37169)

**7. Job requirements:**

The Project Managers would play 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, training and support organizations; Specific responsibilities would include; 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 PCDS that would contribute to the realization of Project objectives.

**F.**

**1. Project Technical Officer (PTO) (Vacancy Code: PTO/DS-1/NERCORMP)**

2. Location: The present vacancy is for NC Hills Dist of Assam but liable to be posted in any of the Project Districts.

**3. Qualifications:**

**(a) Essential:**

Masters degree in Agriculture/ related subject or equivalent.

**(b) Desirable :**

**4. Experience:**

Minimum of 5 years experience in Agriculture/ Rural Development; Initiative, commitment and breadth of vision; Empathy with tribal communities; Willingness to

travel extensively in rural areas and stay in villages; Ability to interact easily with rural communities; Willing to accept tenure of at least 2 years; Computer skills are an added advantage

5. Age (as on closing date): upto 45 years.

6. Pay Scale: PB-3 (Rs. 15600-39100)+ GP= Rs. 4500/- (TE= Rs. 31317/- at the entry level)

7. Job requirement:

Providing technical guidance on options and assisting communities in drawing up their community resource management plan; 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.

**G.**

**1. Business Development Officer (BDO) (Vacancy Code : BDO/DS-4/NERCORMP)**

2. Location : The present vacancies are for Ukhrul and Senapati of Manipur, Garo Hills Dist. and NC Hills Dist of Assam but liable to be posted in any of the Project Districts.

3. Qualifications:

(a) Essential:

Master of Business Management from a reputed Business Management School/ BSc (Agri Economics) / B.Com or BA in Economics, Masters in Agricultural Economics (Extension/Agri-Finance/Marketing) or Diploma in Business Management (Marketing).

(b) Desirable :

4. Experience : Minimum 3 to 5 years experience in Marketing of Agricultural Products or Marketing of other commodities in Private/Public sector in the position of Field Manager or Sr. Sales Officers; Initiative, commitment and breadth of vision; Empathy with tribal communities; Willingness to travel extensively in rural areas and stay in villages; Ability to interact easily with rural communities; Willing to accept tenure of atleast 2 years; Computer skills are an added advantage.

5. Age (as on closing date): upto 45 years

6. Pay Scale: PB-3 (Rs. 15600-39100)+ GP=Rs. 4500/- (TE= Rs. 31317/- at the entry level.)

7. Job requirement:

Analyse business opportunities in the district in line with the overall project strategy in the sector, develop business plans for the various business in the district, counsel entrepreneur in various functional areas of the business; Establish market linkage with industries, entrepreneur and other markets; Developed Enterprise groups and facilitate their networking in the Districts; Administer, plan and supervise service provision in terms of inbound and outbound logistics to markets; 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; Open enterprise service provisions in the District with the support from various line agencies and financial institutions.

**H.**

**1. Natural Resource Management Organiser (NRMO)  
(Vacancy Code: PTO/DS-2/NERCORMP)**

2. Location: The Present vacancies are for NC Hills Dist. and Karbianglong Dist. of Assam but liable to be posted in any of the Project Dists.

3. Qualification:

(a) Essential:

Master Degree (at least a high Second Class from a recognized University) in Life Sciences/Biological Science or related subject with specialization in Ecology/ Environmental Sciences.

(b) Desirable:

4. Experience: Priority will be given to local candidates from the Project districts; in case suitable local candidates are not found, candidates from the project districts with fluency in local language, thorough knowledge and understanding of the local traditions and customs (including the customary laws) and a sufficient awareness of issues related to livelihood and natural resource management in the Project areas will be given preference. It is also desirable that candidates have some field experience, working with community centered projects preferably in Natural Resource Management.

5. Age (as on closing date): upto 45 years

6. Pay Scale: PB-2 (Rs. 9300-34800) +GP= Rs. 4000/- (TE= 30450/- at the entry level)

7. Job requirement:

To assist the Development Support Teams (DST) in each Project District. Assessing status of natural resources and demands on such resources in the project villages (and the District as a whole), 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 assess and document and adopt community innovations/initiatives appropriate in project villages as relevant interventions for management on natural resources and upgrading levels of existing livelihood.

I.

**1. Institutional Developmental Organiser (IDO) (Vacancy Code: IDO/DS-3/NERCORMP)**

2. Location: The present vacancies are for NC Hills, Karbianglong of Assam and West Khasi Hills of Meghalaya but liable to be posted in any of the Project Districts.

**3. Qualifications:**

(a) Essential:

Should possess a degree in Social Work/Community Development or any relevant discipline.

(b) Desirable :

4. Experience:

Should have minimum of 3 years working experience in Institution Building; Should have a vision for development through peoples participation; Should be committed to tribal development; Should be dynamic and analytical; Should be committed to tribal development; Should be dynamic and analytical; Should be willing to travel extensively with halting and staying in villages; Ability to interact easily with rural communities; Willingness to accept tenure of atleast 2 years; Computer skills are an added advantage.

5. Age (as on closing date): upto 45 years.

6. Pay Scale: PB-2 (Rs. 9300-34800) + GP=Rs. 4000/- (TE= 30450/- at the entry level)

7. Job requirement:

Liason 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/documentation in local languages; Guiding NGOs in Community Institution Building; Interact with women in communities to gain better understanding of women's in Community Development and decision making process, Develop a participating institutional monitoring machinery; Any other task assigned by the Project Manager that would contribute to the realization of Project objectives.

**J.**

**1. Internal Auditors (Vacancy Code: PTO/DS-1/NERCORMP)**

2. Location: The Present vacancy is for Karbianglong Dist of Assam but liable to be posted in any of the Project Dists.

**3. Qualifications:**

(a) Essential: B.Com with 2 years or M.Com.

(b). Desirable :

4. Experience: 1 year experience in Account/ Audit department of Private/Public Autonomous Organisation. Preference will be given for experience as Auditor in the firms of Chartered Accountant including CA-Articleship. Women candidate are encouraged. Knowledge of local language is essential.

5. Age (as on closing date): upto 45 years

6. Pay Scale: PB-2 (Rs. 9300-34800) +GP= Rs. 3500/- (TE= Rs. 28029/- at the entry level)

**7. Job requirement:**

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 Sr. FAO at Headquarters, Any other works assigned from time to time.