

ANDHRA PRADESH DROUGHT MITIGATION PROJECT (APDMP)
ANDHRA PRADESH,
O/o COMMISSIONER & DIRECTOR OF AGRICULTURE,
CHUTTUGUNTA:: G U N T U R

APDMP, Guntur is an organization of Department of Agriculture, GoAP requires candidates for the following positions.

STATE PROJECT MANAGEMENT UNIT
GUNTUR
Work place: Guntur

S No	Name of the position	No of posts
1	Senior Accounts Assistant	1
2	Project Management, Planning and M&E	1
3	Database, data analytics, and M&E	1
4	Equity (economic & social & Gender) compliance	1
5	Office Secretary	1
ss6	Office maintenance	1
7	Office Assistant	1
8	Procurement specialist & Contract manager	1

DISTRICT PROJECT MANAGEMENT UNITS @
ONGOLE, CHITTOR, KADAPA, KURNOOL & ANANTAPURAMU
Work places: Ongole, Chittor, Kadapa, Kurnool & Anantapuramu respectively

Cadre	Location				
	DPMU, Ongole	DPMU, Chittor	DPMU, Kadapa	DPMU, Kurnool	DPMU, Anantapuramu
Institution Development	1	1	1	1	1
Senior Accounts Asst & Office Secretary	1	1	1	1	1
Project Management, Planning and M&E	1	1	1	1	1
Database, MIS and M&E	1	1	1	1	1

Interested & eligible candidates can submit their applications (in the format enclosed) by post or in person to the Chief Operating Officer, C/o Commissioner & Director of Agriculture, Chuttugunta Center, Old Mirchi Yard, GUNTUR-522004 on or before 10 days from the date of publication. This office cannot take any responsibility for the postal delay.

Signature Not Verified Kindly visit www.apagrisnet.gov.in

Digitally signed by M Hari
Jawaharlal
Date: 2017.12.09 18:58:38 IST
Reason: Approved

Project Director, APDMP &
Special Commissioner for Agriculture
Guntur

For uploading in website:

ANDHRA PRADESH DROUGHT MITIGATION PROJECT
GUNTUR

Andhra Pradesh Drought Mitigation Project (APDMP) is a 5 year project funded by the Govt of Andhra Pradesh and IFAD. The State Project Management Unit (SPMU) is based at Guntur and 5 District Project Management Units are located in the respective head quarters of Prakasam, Chittoor, Kadapa, Kurnool and Anantapuramu districts. Applications are invited from qualified and experienced candidates for the project period on contract basis (consolidated salary) during the period of employment in the project as detailed below.

Age limit for all the project posts: Minimum – 18 years; Maximum – 45 Years (5 years upper age relaxation for SC, ST, BC candidates)

I. POSITIONS TO WORK IN STATE PROJECT MANAGEMENT UNIT LOCATED AT GUNTUR:

S No	Project Post	Minimum Qualifications	Work Experience (years)	Consolidated salary per month (Rs)
1	Senior Accounts Assistant	1. Formal Academic qualification: Degree from recognized University with Commerce, Accounts, Finance or Management. 2. Computer Knowledge	1. Minimum 3 years of Experience in any organization as Accountant/Manager. 2. Proficient in computer based spread sheets for data analysis. 3. Proficient in English. 4.Proactive, work with minimum supervision, and as a team builder	40,000

		on MSOffice, Tally/ Any other accounting software		
2	Project Management, Planning and M&E	1. Formal Academic qualification from recognized University or equivalent 2. Post graduate in economics, statistics, planning M&E or related discipline 3. Relevant training on • Project planning including log frames and budgeting • Monitoring and evaluation methods, • Statistics and data	• Minimum of 5-8 years work experience in rural development projects in a planning and/or monitoring role • Experience in the management of M&E systems	75,000

		analysis		
3	Database, data analytics & M&E	<p>Formal Academic qualification from recognized University or equivalent • Degree in agriculture, economics, computer science, or in a relevant social science* • MIS operation Relevant training on :</p> <ul style="list-style-type: none"> • Computing • Monitoring and evaluation 	<ul style="list-style-type: none"> • Minimum of 3 years work experience in computer database operation and experience in rural development project. Preferred Skills. Good technical expertise in computing and MIS operation. Computer literacy general MS package. Proficient in computer based spreadsheets for data analysis. Ability to produce concise reports based on MIS data. Field data collection. Good written and verbal communication skills. Proactive, work with minimum supervision, and as a team member 	60,000
4	Equity (Economic & Social & Gender) Compliance	Formal Academic qualification from recognized University or	Minimum of 8-10 years work experience in rural community development and/or gender issues, • Experience of programmes for the formation of grassroots community groups and empowerment of women preferred skills. Good technical knowledge	50,000

		<p>equivalent. • Post graduate in Management, Economics, Social development or Rural Development, with including courses in gender within the degree. Relevant Training on Social and gender issues</p>	<p>of community organization and gender in development. Computer literacy general MS package. Proficient in computer based spread sheets for data analysis. Good written and verbal communication skills. Proactive, work with minimum supervision, and as a team builder</p>	
5	Office Secretary	<p>Formal academic qualification: Any degree from recognized university; Diploma in computer applications or its equivalent</p>	<p>Minimum 3 years of Experience in any organisation as office secretary/Manager/ any other similar experience in office management. Proficient in computer knowledge. Proficient in english.</p>	25,000

6	Office Maintenance	Formal academic qualification: Any degree from recognized university, Computer knowledge is preferred	Work experience for about 1 year	15,000
7	Office Assistant	Formal academic qualification: SSC or equivalent	-----	15,000
8	Procurement specialist & Contract manager	1. Formal Academic from recognized University or equivalent: 2. Post graduate in commerce, business, finance or management 3. Relevant Training on Purchasing management and procurement	Post qualification, minimum ten (10) years of professional experience in international and national bidding procedure, procurement procedure, especially preparation of Expression of Interest, Notice Inviting Tender, Terms of Reference, Request for Proposal and bidding document for procurement of consultant services, goods and works. Preference will be given for experience in handling World Bank procurement procedures. Preferred skills. § Good written and verbal communication skills § Computer literacy general MS package § Proficient in computer based spread sheets for data analysis § Proactive, work with minimum	Selected candidate will be empanelled and services will be hired on requirement basis

		<p>systems Desirable Qualification a) Post Graduate Diploma in Material/Sup ply Management (b) Thorough knowledge of procurement procedures of International Financial Institution financed projects. (c) Good procurement skill and should be proficient in English. (d) MBA from any recognised university or institute.</p>	<p>supervision, and as a team builder</p>	
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Job responsibilities:

1. **Senior Accounts Assistant:** Maintenance of office accounts, cash Books, preparation of annual work plan & budget, Preparation of Bills. Maintenance of Bank accounts, Submission of expenditure reports monthly, quarterly, half yearly reports, Audit and accounts reports and regular office correspondence and proficient in all the accounts related matters. Maintenance of registers and files. Any other work assigned by the COO & other senior officers.
2. **Project Management, Planning and M&E:** At project start-up, work with the project team and other stakeholders, to draw up detailed implementation plans – including budgets – for the initial 18 months. Reference may be made to a draft AWPB prepared by IFAD. At project start-up review the proposed M&E system as set out in the PIM, make any changes required to reflect adjustments in project design and with regard to the feasibility of data collection. Support annual planning processes, working with the APD and other staff to consolidate district AWPBs and prepare a project AWPB. Modify and update the AWPB during the course of the year as required. Take charge of the monitoring of implementation process – tracking physical activities and outputs against targets in the AWPB and project design, and indicators in the project log frame. This will involve ensuring that relevant information is collected by Facilitating Agencies and FPOs, and then collated by DPMUs. Outline progress reporting requirements from managers responsible for implementing activities/components and define formats for standard reports (monthly, quarterly and annual), which may feed into the MIS. Coordinate the overall project M&E system unit in order to monitor outcomes and evaluate impacts. Outcome monitoring will be primarily the responsibility of the process M&E team in the LTA, but their work will need to be monitored to ensure that

it is of the required standard, generating useful information for project management, and that reports are delivered on time. Refine and adapt the draft ToR in the PIM for an external agency to conduct a baseline/impact survey programme, including methodology, selection of indicators, and sample design selection. Advise project management on selection of the survey agency, and ensure that their work is done to the required standard. With support from the LTA, organize training and workshops to familiarize project staff with the M&E system and system for data recording and reporting. In conjunction with M&E staff in the LTA, explore possibilities of using electronic data gathering tools (mobile phones, tablet computers) in place of paper forms and questionnaires. If these tools seem useful, introduce them on a pilot scale for testing before scaling-up. Define the need for additional M&E studies in consultation with the senior project management team. Identify agencies in the public and private sectors with the capabilities and experience relevant for implementing specific ad-hoc M&E studies (unless these are done in-house by the M&E team). Provide information to missions such as IFAD and others as and when undertaken. Any other work assigned by the COO & other senior officers.

3. **Database, data analytics & M&E:** Make regular field visits to check on data quality and to assist DFA staff, community organizations and other stakeholders to report data in an accurate and timely manner. Support DFAs, CLICS, Pashu Sakhi and other operators of project ICT with operation of their hardware and software. § Advise and support all project units on ICT issues such as computer operation § If required, collect and/or collate data for small sample surveys and participatory M&E. Any other tasks as assigned by the DPD & by the Planning and Monitoring Manager in the SPMU. Any other work assigned by the COO & other senior officers.
4. **Equity (economic & social & Gender) compliance:** § With reference to the project design document, and in consultation with senior project staff and specialists, draw up a Gender Development Strategy and Action Plan to ensure women fully participate in project activities and benefit from project outputs. In drawing up gender guidelines take full account of the position and role of women in societies in the project area. § Explain the guidelines to project stakeholders, especially staff of DFAs. § Organise events and materials to increase awareness of gender issues at all levels – from the state PMU down to village clusters. Ensure that project and partner staff have the required skills and knowledge to mainstream gender issues in all aspects of their work. Assist the Training Coordinator in developing appropriate training materials for gender and social issues, identify suitable training providers, and act as a ToT when needed. Commission any gender or social studies that are useful to gain a better understanding of issues relating to gender and inclusion, and assess the effectiveness of project processes. § Ensure that project monitoring data is disaggregated and analyzed to establish the relative participation of women and disadvantaged households, and the flow of benefits to these groups. Make regular field visits to check that all agencies and units involved in implementation are achieving the required quality of project outputs and achievement of objectives (in terms of gender and inclusion of disadvantaged households). Participate in the project research committee that will manage technology testing and action research sub-projects, Maintain linkages with gender and social development agencies at the state and national levels. Provide professional support to the APD and Project Director. Work with managers in the head office and in the districts on various aspects of project development, writing technical papers/presentations. Develop and maintain close links with grassroots organizations and women champions at the village level, Identify areas of advocacy and policy influencing and work with other staff and partners for pursuing the agenda on advocacy and policy. Undertake studies/survey/develop case studies of outputs, outcome and impacts, contribute to annual progress reports and other project documents, provide information to missions such as IFAD others as and when undertaken. Any other work assigned by the COO & other Senior officers.

5. **Office Secretary:** Responsible for office correspondence, maintenance of files, computer work, assisting the office in all the administrative activities . Any other work assigned by the COO & other senior officers.
6. **Office Maintenance:** Assisting the office staff in administration, logistics, computerization when ever required. Any other work assigned by the COO & other Senior officers.
7. **Office Assistant:** Office maintenance, safe guarding the office records and properties. Any other work assigned by the COO & other Senior officers.

II. POSITIONS TO WORK IN DISTRICT PROJECT MANAGEMENT UNITS LOCATED AT ONGOLE, CHITTOR, KADAPA, KURNOOL AND ANANTAPURAMU:

(POSITIONS LISTED PER EACH DISTRICT)

S No	Project Post	Minimum Qualifications	Work Experience (years)	Consolidated salary per month (Rs)
1	Institution Development	1. Formal Academic qualification from recognized University or equivalent. 2. MBA from any recognized university or institute, procurement procedures of International Financial Institution financed projects, Good procurement skills and should be proficient in English.	Minimum of 5-8 years work experience in rural development projects in a planning and/or monitoring role	50,000
2	Senior Accounts Asst & Office Secretary	1. Formal Academic qualification: Degree from recognized University with Commerce, Accounts, finance or management 2. Computer Knowledge on MS	Minimum 3 years of Experience in any organization as Accountant/Manager. Proficient in computer based spread sheets for data analysis. Proficient in English. Proactive, work with minimum supervision, and as a team builder	25,000

		Office, Tally/Any other accounting software		
3	Project Management, Planning and M&E reports	<p>1. Formal Academic qualification from recognized University or equivalent: 2. Post graduate in economics, statistics, planning M&E or related discipline</p> <p>3. Relevant training on</p> <ul style="list-style-type: none"> • Project planning including log frames and budgeting • Monitoring and evaluation methods, • Statistics and data analysis 	<ul style="list-style-type: none"> • Minimum of 5-8 years work experience in rural development projects in a planning and/or monitoring role • Experience in the management of M&E systems 	60,000
4	Database, MIS and M&E	Formal Academic qualification from recognized University or equivalent • Degree in Agriculture, Economics, Computer Science, or in a relevant Social	<p>Minimum of 3 years work experience in computer database operation.</p> <p>Preferred Skills - Good technical expertise in computing and MIS operation.</p> <p>Computer literacy general MS package. Proficient in computer based spreadsheets for data analysis.</p> <p>Ability to produce concise reports based on MIS data. Field data collection.</p>	40,000

		Science. MIS operation relevant training on : <ul style="list-style-type: none"> • Computing • Monitoring and evaluation 	Good written and verbal communication skills. Proactive, work with minimum supervision, and as a team member	
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Job responsibilities:

1. **Institution Development:** The formation of farmer producer companies is a key strategy of APDMP to address the issues faced by small and marginal farmers. In this regard, the institution development expert will ensure that grassroots and community institutions such as the FPOs and the farmers' groups (inc. water governance bodies, tank users etc.) are provided with the right mix of support to be able to play this role. The incumbent will ensure that LFAs/FA provide the needed handholding to build autonomous and robust farmers' institutions based on the principles of community ownership and management. As such, it is expected that the institution development specialist will i) provide technical backstopping to LFAs/FA to mobilize existing FPOs or establish new ones (from village to GP level, e.g farmers interest groups to FPO GP branches), ii) help the LFAs/FA plan these activities at different levels, iii) harmonise the support package to the FPOs (legal, governance, inputs services, marketing, production, value addition, financial services etc.), iv) monitor the outputs and the outcomes of these supports and v) safeguard the coherence of the different activities involving these institutions within the project and vi) ensure convergence and complementarity with others initiatives (ZBNF, NABARD and the Small Farmer Agri business Consortium (SFAC). Any other tasks as assigned by the PD & APD.
2. **Senior Accounts Asst & Office Secretary:** Maintenance of office accounts, cash Books, preparation of annual work plan & budget, Preparation of Bills . Maintenance of Bank accounts, Submission of expenditure reports monthly, quarterly, Half yearly reports, Audit and accounts reports and regular office correspondence and proficient in all the accounts related matters. Maintenance of registers and files. Any other tasks as assigned by the PD & APD.
3. **Project Management, Planning and M&E reports:** At project start-up, work with the project team and other stakeholders, to draw up detailed implementation plans – including budgets – for the initial 18 months. Reference may be made to a draft AWPB prepared by IFAD.

At project start-up review the proposed M&E system as set out in the PIM, make any changes required to reflect adjustments in project design and with regard to the feasibility of data collection. Support annual planning processes, working with the APD and other staff to consolidate district AWPBs and prepare a project AWPB. Modify and update the AWPB during the course of the year as required. Take charge of the monitoring of implementation process – tracking physical activities and outputs against targets in the AWPB and project design, and indicators in the project log frame. This will involve ensuring that relevant information is collected by Facilitating Agencies and FPOs, and then collated by DPMUs. Outline progress reporting requirements from managers responsible for implementing activities/components and define formats for standard reports (monthly, quarterly and annual), which may feed into the MIS. Coordinate the overall project M&E system unit in order to monitor outcomes and evaluate impacts. Outcome monitoring will be primarily the responsibility of the process M&E team in the LTA, but their work will need to be monitored to ensure that it is of the required standard, generating useful information for project management, and that reports are delivered on time. Refine and adapt the draft ToR in the PIM for an external agency to conduct a baseline/impact survey programme, including methodology, selection of indicators, and sample design selection. Advise project management on selection of the survey agency, and ensure that their work is done to the required standard. With support from the LTA, organize training and workshops to familiarize project staff with the M&E system and system for data recording and reporting. In conjunction with M&E staff in the LTA, explore possibilities of using electronic data gathering tools (mobile phones, tablet computers) in place of paper forms and questionnaires. If these tools seem useful, introduce them on a pilot scale for testing before scaling-up. Define the need for additional M&E studies in consultation with the senior project management team. Identify agencies in the public and private sectors with the capabilities and experience relevant for implementing specific ad-hoc M&E studies (unless these are done in-house by the M&E team). Provide information to missions such as IFAD and others as and when undertaken. Any other tasks as assigned by the PD & APD.

4. **Database, MIS and M&E:** Make regular field visits to check on data quality and to assist DFA staff, community organizations and other stakeholders to report data in an accurate and timely manner.§ Support DFAs, CLICS, Pashu Sakhi and other operators of project ICT with operation of their hardware and software.§ Advise and support all project units on ICT issues such as computer operation§ If required, collect and/or collate data for small sample surveys and participatory M&E.§ Any other tasks as assigned by the DPD & by the Planning and Monitoring Manager in the SPMU. Any other tasks as assigned by the PD & APD.

Project Director, APDMP &
Commissioner & Director of Agriculture
AP :: GUNTUR

Signature Not Verified

Digitally signed by M. Hari
Jawaharlal
Date: 2017.12.09 18:59:12 IST
Reason: Approved



CURRICULUM VITAE

PHOTO

Application for the post of

in the O/o State / District Project Management Unit, (mention place)
Andhra Pradesh Drought Mitigation Project.

1. Name of the candidate :
2. Father's name :
3. Mobile number :
4. eMail address :
5. Date of birth :
6. Permanent address :

7. Address for correspondence :

8. Educational qualifications (Academic & technical):

S No	Name of course	Institution studied	Year of passing	% obtained	Subjects studied

9. Experience:

S No	Name of the post & place of work	Name of organization	Tenure (Years & Months)	Period (From – to)	Nature of work done

Brief note on work experience (write NOT more than 500 words) :

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Other information (if any):

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Note: Candidates need to enclose the attested copies in proof to the educational qualifications and also for experience.

Place:

Signature of the candidate

Date :