



JEEViKA

Bihar Rural Livelihoods Promotion Society

State Rural Livelihoods Mission, Bihar



Add a mission to your career;

Join a team of committed and passionate Development Professionals.

Bihar Rural Livelihoods Promotion Society (BRLPS) also known as JEEViKA is an autonomous Society under the Rural Development Department, Government of Bihar with the objective of social and economic empowerment of the rural poor. JEEViKA is implementing various government programmes and value chain intervention is one of them. Under value chain intervention, Farmer Producer Companies (FPCs) are being formed in different districts and requires suitable candidates for various positions.

In order to achieve the aforesaid objective, BRLPS is inviting applications from interested candidates on behalf of 9 Farmer Producer Companies i.e 1. Narianant Jeevika Mahila Agro Producer Company Limited, Vaishali 2. Aranyak Agri Producer Company Limited, Purnea 3. Sahyog Women Jeevika Agro Producer Company Limited, Nalanda 4. Samarpan Jeevika Mahila Kisan Producer Company Limited, Muzaffarpur 5. Jeevika Women Agri Producer Company Limited, Khagaria 6. Shrestha Women Jeevika Producer Company Limited, Samastipur 7. Saharsa Women Jeevika Producer Company Limited, Saharsa 8. Samposhit Krishi Jeevika Agri Producer Company Limited, East Champaran) for the position mentioned below:-

Applications are invited for the following positions under Farmer Producer Companies:

Position Name	Vacancy	Eligibility Criteria	Job Description/Responsibility	Remuneration Monthly
Chief Executive Officer (CEO)	Total- 8 (One for each FPC)	<p>CEO of the Producer's Company should be a matured professional with passion to create value for the producers at the bottom of the pyramid and considers the producers interest and stake as supreme. He/ She should be ready to take the hardships of working in rural areas to create value for producers.</p> <p>Full time MBA or Master degree or Post-Graduate diploma or equivalent diploma in the field of Agribusiness management /Marketing & Finance/rural management/social entrepreneurship/ Agriculture and allied</p>	<p>CE to make sure that a productive relationship is maintained with the promoter at all time and provide all necessary data/information and progress report and participate in internal and external review meetings and facilitate timely audits of the funds received. Some of the core responsibilities and tasks of the CE are as follows:</p> <ul style="list-style-type: none"> • Creating business for the Farmers Producers company and managing it successfully and profitably • Providing support for the functioning of the FPC as per the guidelines/MoA&AoA of the Producer Company • Develop Business Plan and mobilizing resources for the Producer Company & Implement the same • Ensure increase in top line (business turnover) and bottom line (Net Profit) of the company • Explore and pursue opportunities to raise debt and other finance options to support operations of the company. • Ensure company solvency, credit recovery, on-time repayment of debt as well as operational and financial risk management • Manage company budgets, expenses analysis and cost control as well as key investment decisions • Develop and manage relationships with JEEViKA, bankers, VC funders, non-banking finance 	Rs. 75000 - 100000

courses.

At least 7 years of post qualification work experience in managing business operation; agriculture-commodity marketing and/or working with community owned and managed business enterprises. Retired professionals with relevant experience will also be preferred.

Maximum age limit for the position is 45 Years. However, in case of retired professionals with relevant experience, the maximum age limit would be 65 years (on the date of job advertisement)

institutions, donors, and other business communities like processors, retailers, Corporate, traders, input suppliers, government officials etc. in the interest of the producers.

- Initiate to build up share capital of the Producer Company by mobilizing more farmers to join FPC
- Conducting market research and building profitable market linkages
- Increase the business lines towards achieving sustainable growth of the organization and organically build on the existing relationships that Producer's company has with PGs and CLFs.
- Integrating with technology and exploring alternatives for value addition of primary produce and secondary produces
- Facilitating provision of timely inputs at affordable costs to member farmers through establishment of farmers support center, Integrating with technology for improving production, land, water and soil quality parameters by leveraging different schemes available with the Department of Agriculture and other line departments, research stations and KVK etc.

Apart from these roles, following are the routine tasks that will be required to be performed by the CEO, as per the guidelines of the Companies Act, 2013:

- Perform administrative acts of a routine nature including managing the day-to-day affairs of the producer company
- Operate bank accounts or authorize any person, subject to the general or special approval of the Board
- Make arrangements for safe custody of cash and other assets of the Producer Company
- Sign MOUs for business related activities as may be authorized by the Board for and on behalf of the Producer Company
- Maintain proper books of accounts, prepare annual accounts, place the audited accounts before the Board and in the annual general meeting of the Members
- Furnish the members with periodic information to appraise them of the operation and functions of the Producer Company
- Make appointments for positions in accordance with the powers delegated to him or her by the Board. Work review and appraisal of key staff members
- Assist the Board in the formation of goals, objectives, strategies, plans and policies
- Advise the Board with respect to legal and regulatory matters concerning the proposed and on-going activities and take necessary action in respect thereof
- Oversee related regulatory compliance such as Company Registration, trade and quality related compliances
- To provide timely information to the Members and Board of Directors for scheduled company meetings or emergency or short notice meetings

Marketing and Procurement Manager	Total- 8 (One for each FPC)	<p>Master degree or Post-Graduate diploma or equivalent diploma in the field of rural management/social entrepreneurship/Agribusiness management</p> <p>Minimum 5 years of post qualification work in agribusiness/ agriculture-commodity marketing and/or working with community owned and managed businesses</p> <p>Excellent communication and presentation skills – both oral and written</p> <p>Fluency in English and Hindi is necessary</p>	<ul style="list-style-type: none"> • Lead the effort in new market identification for FPC products, identify opportunities for expansion and diversification (wherever deemed fit) and new revenue opportunities • Build new client relationships, forge and maintain key partnerships and capitalize on business opportunities coming out of it • Manage relationships with existing clients, develop further business with them and maintain the high level of product and service quality that FPC is known for • Mentor the marketing team in market planning, target setting and implementation of such targets • Analyse and assess supply chain performance, identify areas of improvement and mentor operations team to execute such efficiency build-up • Manage development of operational systems and best practices to ensure proper implementation of the supply chain function • Accordingly, institute checks and balances in the operational system and keep improving wherever required • Develop and maintain relationships with farmer co-operatives (suppliers), field staff, local coordinators and train and mentor staff and farmer institutions wherever required • Monitor proper implementation all procurement activity, quality control, logistics and documentation for cotton and food crops • Maintain vendor and traders list. Follow up with vendors on timely delivery of orders • Assess input requirement of farmers and arrange quality inputs • Solicit bids and quotations. Conduct bid analysis of orders 	Rs. 50000 - 70000
Governance and Community Capacity Building Officer	Total- 8 (One for each FPC)	<p>Master's degree/diploma in agricultural, agribusiness management, rural management/ Social work</p> <p>Minimum 2 years of post qualification work experience in training, capacity building and content design in rural development sector</p> <p>Excellent communication skill both in verbal and written (Hindi and English)</p>	<ul style="list-style-type: none"> • Facilitating all mobilization works including shareholder drive, bank account opening in close coordination with DPCU and BPIU team of JEEViKA • Ensuring timely training of EC, RGB, PCMC and BoD training and related evidence generation through reports • Capacity building of FPC staffs through various training program in coordination with resource institutions and Technical Support agencies • Preparation of training module in local context for effective training delivery 	Rs. 40000

Applications are also invited for the following positions on behalf of 9th Producer Company “Shilpgram Mahila Producer Company Limited, Darbhanga”:

Position Name	Vacancy	Eligibility Criteria	Job Description/Responsibility	Remuneration Monthly (Remuneration may be negotiable)
Chief Executive Officer (CEO)	Total- 1	MBA or PGDM(2 year duration) in Marketing Management/Rural Marketing/Retail Management with minimum 5 years of experience in Marketing/Sales/Retail business	<ul style="list-style-type: none"> • Explore and pursue opportunities to raise debt and other financial options to support and expand operations of the Producer Company . • Ensure timely availability of raw material and generation of business from various marketing platforms so as to ensure the sales of the products of PC . • Develop business plan and mobilising resources for the Producer Company and implement the same . Ensure increase in top line (business turnover) and bottom line (Net Profit) of the company . • Develop and Manage relationships with JEEViKA . Bankers , VC Funders , Non Banking Financial Institutions , Donors and other business communities like processers , packagers and retailers , corporate houses , traders , input suppliers , government officials etc in the interest of the producer company and to conduct any such function which shall help in business expansion and development of the Producer Company . • Initiatives to be taken to build up share capital of the producer company by mobilising more farmers to join Producer Company conduct market research and creating market linkages . • Increase the business lines towards achieving sustainable growth of the organisation and organically build on the existing relationships that producer’s company has with PG’s and CLF’s . • Integrating with technology and exploring alternatives for value addition of primary and secondary products. • Facilitating provision of timely inputs at affordable costs to member through establishment of members support centre , integration of technology for improving production , land , water , and soil quality parameters by leveraging different schemes available with the Government . <p>Apart from these business development roles the following routine tasks will be required to be performed by the CEO as per the guidelines of the companies act 2013 .</p> <ul style="list-style-type: none"> • Business development and ensure profitability for the producers • Perform administrative acts of a routine nature including managing the day to day affairs of the producer company . • Cash Management of the cash of PC and ensure safe cash handling as well as operate bank accounts or authorise any person subject to the general or special approval of the board . • Sign and Execute MOU’S for business related activities as may be authorised by the board for and on behalf of the Producer Company . • Preparation of proper books of accounts and prepare annual accounts place the audited accounts before the board and in the annual general body meeting . • Furnish the members with periodic information’s to appraise them of the operations and functions of producer company . • Make appointments for positions in accordance with the powers delegated to him or her by the Board . Work review and appraisal of key staff members . • Advise the board with respect in legal and regulatory matters concerning the proposed and on going activities and take necessary action in respect there of . • Oversee related regulatory compliance such as Company Registration , trade and quality related compliances and provide timely information to the board of directors for scheduled company meetings emergency or short notice meetings . 	Rs. 50000 - 75000 as per experience

Marketing and Procurement Manager	Total- 1	MBA or PGDM(2 year duration) in Marketing Management/Rural Marketing/Retail Management with minimum 3 years of experience in Marketing/Sales/Retail business	<ul style="list-style-type: none"> • Lead the effort in new market identification for PC products and identify opportunities for business development and Expansion and to create diversification for generation of New Revenue opportunities for PC • Build new client relationships , forge and maintain key partnerships , and capitalise on business opportunities coming out of it . • Manage Relationships with existing clients and develop new client base by providing after sales support and quality control and continuous improvement process . • Manage and ensure timely procurement of all raw materials and other requirements as per norms . • Mentor and guide the marketing team for expansion of business finding new channels and avenues of marketing the products produced by PC • Manage development and expansion of production and operational systems and share and create efficient best practices after feedback and discussion with PC Members so as to ensure enhancement of production . • Maintain supply chain and sales channelization and maintaining of quality of products and the packaging • Develop and maintain relationships with different Producer Groups , field staff , local coordinators , and train them and coordinate with them wherever necessary . • Monitor proper implementation and all procurement activity , and maintain vendor and traders list and follow up of timely processing of orders so as to ensure profit enhancement . • Assess inputs requirement of farmers and arrange quality inputs solicit bids and quotations conduct bid analysis of orders . 	Rs. 40000 - 50000 as per experience
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Note:

- Official website www.brlp.in(<http://brlp.in/web/brlp/career>) may be visited to know detailed eligibility criteria and other details.
- Candidates are requested to check the websites periodically for updates and other announcements.
- BRLPS reserves the right to cancel this recruitment process, fully or partially, at any stage at its discretion.
- Initially contract will be for a period of one year that maybe extended further on the basis of the performance, requirement of the project and approval of the Competent Authority.
- The selected candidates will be the employees of the concerned Farmer Producer Companies for which they applied and selected, they shall not be the staff of the BRLPS. Hence, liabilities of such officials will lie upon the hiring Farmer Producer Company.
- Place of posting of the hired person will be the concerned district of Farmer Producer Company.
- The interested candidates are requested to apply through the link –<https://docs.google.com/forms/d/1Ou-0JRhdOz3tLPtLMfHBc0X3HxzbTPBm-z1liepOJ1g/edit>
- For the purpose of calculation of Experience, the reference date will be **15.01.2019**.
- Shortlisted candidates shall be called for next selection process of Personal Interview. List of shortlisted candidates will be published in <http://brlp.in/web/brlp/career>
- Last Date for receiving application: 20th January 2019.
- Number of vacancies may be changed without prior notice.

Disclaimers: Mere eligibility doesn't guarantee a job. BRLPS reserves the right to shortlist candidates based on qualification and relevant experience.

Together we can realize this Mission

**Chief Executive Officer,
Bihar Rural Livelihoods Promotion Society**