

BIHAR VIKAS MISSION

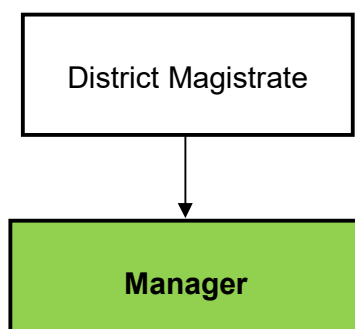
Job Description



1. General Information

Position Title:	Manager
Reports to:	District Magistrate
Department:	Bihar Vikas Mission

2. Organization Chart



3. Key Accountabilities

Business Operations

- Ensure strict adherence of the policies and procedures involved in managing all the activities of DRCC centre and the related schemes without any deviation from the defined processes.
- Manage to get high productivity from different units of DRCC by proper coordination and performance review of each unit. Any gap to be critically observed and decision to bring progressive working culture must be implemented successfully down the line.
- Proper understanding of all the active schemes and programs running through the DRCC and ensure their successful implementation with high penetration towards targeted segment in the assigned district.
- Review all physical / online applications received daily, weekly and monthly concerning to the different schemes or programs involved and forwarding the validated & consolidated applications with all related reports to the concerned department officials.
- Liaison and coordinate with third party verification agency and officials of the related department of Bihar Government for further process of applications received related towards DRCC active scheme or program such as *student credit card*, Self Help Allowance (SHA) etc.
- Ensure to conceptualize and plan the counseling of targeted beneficiaries through campaigns, events, etc. based on promotion and campaign needs of different schemes covered under DRCC.
- Decision making on all day to day processes and activities of DRCC in its smooth operation.

Planning & Control

- Plan the effective implementation of Human Resource policies and strategies across DRCC and its associated units so as to ensure the optimum utilization of resources.
- Assess the efficiency of all the processes involved in DRCC and formulate the required control mechanism to eliminate the inefficiency observed.
- Proper facilitation and coordination with colleagues & subordinates in managing employee relations and facilitate to resolve employees issues.

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MIS & Reporting

- Respond to queries from District Magistrate/ DPO/ BVM Officials and other relevant stakeholders on any report or information required time to time.
- Maintain proper MIS of the online and physical applications received for different schemes and programs of DRCC and provide timely report to relevant officials or stakeholders, as required.
- Co-ordinate with the related departments and with the concerned officials for the applications received at DRCC and arrange for obtaining necessary approvals.
- Maintain proper and updated HRMIS reports of all the concerned DRCC employees and provide timely report to relevant officials of BVM, as required.

Financial Control

- Ensure timely reconciliation of Cash Book and Pass Book related to DRCC centre.
- Ensure proper management of cash transactions and maintain monthly updated Petty Cash Book.
- Ensure timely processing of all invoices, challans and other payment related documents of DRCC centre as per the approval from the competent authority for payment.
- Ensure all statutory liabilities, compliance and facilitate in all audits related activities.
- Ensure all necessary steps for timely disposal of salary.

Training & Development

- For “Employee Capacity building”, prepare & execute the Training Modules / Monthly Training calendar and ensure to develop required skills and competencies among the employees for smooth functioning of DRCC.
- Plan and facilitate in conducting induction programs for the newly joined employees of DRCC in order to fasten their assimilation in the respective unit, as required.
- Ensure to provide reports on time, as per requirements.

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Follow all relevant policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience

Essential

- Post graduate diploma (2 Years) or Master's degree in Management / Business Administration
- Minimum 5 years of post qualification experience in managerial level / Leadership role in Program Management / Project Management / PMU.
- Maximum age# 40 Years as on 1st August 2021

#Age limit for SC / ST (Male/Female) domicile / resident of Bihar– 45 years

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar– 43 years

Age limit for General (Female) domicile / resident of Bihar – 43 years

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Preferred

- Post graduate diploma (2 Years) or Master's degree in Management / Business Administration in HR.
- Experience of working with state / central government or any other organization under the aegis of State or Central Government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in managerial level / Leadership role in Program Management / Project Management / PMU
- Additional Computer skill will be preferred:
 - i) DCA / One year Diploma in Computer Application / B.Sc (IT) / BCA

or

- ii) PGDCA or B.E./ B.Tech / B.Sc. Engineering in Computer Science / Information Technology or MCA
- Post graduate diploma (2 Years) or Master's degree in Management / Business Administration from any of the institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings, as updated from time to time.

** NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in rankings); for degrees not covered by the NIRF discipline rankings, NIRF Colleges or Universities or Overall Rankings will be considered.*

5. Knowledge and Other Skills

- Leadership skill
- Good in managing team and develop performance oriented attitude.
- Awareness of HR best practices
- Adaptable to Change Management
- Good in Risk management
- Good networking and interpersonal skills