

BIHAR VIKAS MISSION

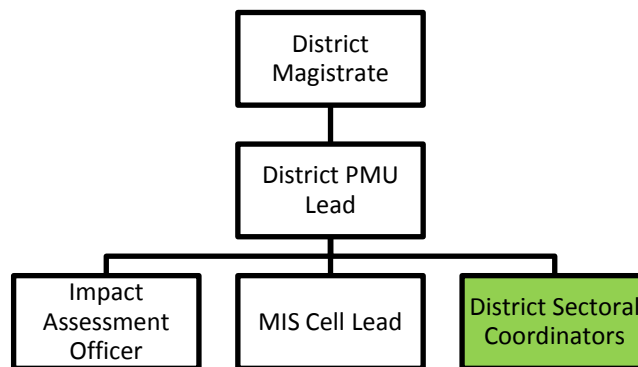
Job Description



1. General Information

Position Title:	District Sectoral Coordinator - Social
Reports to:	District PMU Lead
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



3. Key Accountabilities

Coordination & Support

- Provide required support to District Magistrate and associated officials in the District for implementation of schemes and initiatives in Social sector under the purview of BVM
- Identify issues and escalations in different programs and schemes in Social sector at the District level and communicate to relevant officials in BVM and / or Department to ensure timely and effective resolution, as required
- Devise solutions to issues and problems encountered in implementation at the ground level through close coordination with District as well as Department and BVM teams
- Provide sectoral insights and recommendations to aid implementation of relevant programs and schemes, as required
- Participate in periodic reviews (weekly, monthly, quarterly etc.) with relevant District, Department and BVM officials, discuss progress, highlight gaps and issues and devise corrective actions
- Liaise with relevant District officials to discuss, understand and advise on their requirements related to technical and managerial expertise and ensure provision of relevant experts from Department and / or Central Experts Panel in order to meet those requirements

Relationship Management

- Build and maintain relationships with and support key internal and external stakeholders including existing District and Department officials
- Build relationship and coordinate with external stakeholders (multilateral and bilateral development agencies, NGOs, CSR organizations etc.) in the interest of the organization to drive positive outcomes

BIHAR VIKAS MISSION

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Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and direct the implementation of instructions and controls within own area so that all activities are conducted in compliance with risk, audit, and regulatory requirements while delivering a quality, cost-effective service

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience

Essential

- Bachelor's degree or higher (full time) in Social Work / Social Science / Development Studies

Preferred

- Less than 40 years of age as on 1st January 2019.
- Post-qualification experience in program / scheme implementation in Social sector
- Experience of working in a PMU setup
- Experience of working with state / central government organizations / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) on project / program / scheme implementation
- Bachelor's degree or higher (full time) in Social Work / Social Science / Development Studies from any of the institutes / Universities as published under the National Institutional Ranking Framework issued by MHRD / QS World University Rankings, as updated from time to time

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

* NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in current 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

- Strong stakeholder management and interpersonal skills
- Ability to clearly, concisely and accurately report on project / program progress and outcomes to relevant stakeholders
- Ability to communicate with and engage with community and gain feedback

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6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking	✓		
ii.	People First	✓		
iii.	Consultation and Consensus Building	✓		
iv.	Initiative & Drive	✓		
v.	Problem Solving		✓	

Basic	Proficient	Expert
Aware of principles and their application	Sufficiently competent to work alone	Competent to support and advise others