

JOB DESCRIPTION

Post- Procurement Area Officers, Farmer Producer Enterprise

Brief about the position

Foundation for Development of Rural Value Chains (FDRVC.org) is a Joint Initiative of Ministry of Rural development and Tata Trusts set up as a not-for-profit company to support promotion of professionally managed and producer owned collective enterprises in select rural value chains in farm and non-farm sectors which are sustainable and profitable.

Presently FDRVC has initiated the process of setting up of Producer Enterprises (PEs) in farm produce in various districts of Uttar Pradesh, Chhattisgarh, Madhya Pradesh and Rajasthan.

FDRVC has been retained for recruiting Procurement Area Officer for Producer Enterprise being set in Badaun, Uttar Pradesh (Badayuni Mahila Kisan Producer Company Limited) with farmers of Wheat, Mentha & Paddy involving procurement, processing and marketing of the commodity and the value-added products to be manufactured by the Producer Enterprise.

The PE will be procuring agriculture commodities directly from the farmer shareholders from the villages by setting up digital commodity collection centres operated through Sanchalak. The Procurement Area Officers will be based in the **Block Headquarters**.

Responsibilities:

- The incumbent would be responsible for managing agriculture commodity procurement infrastructure and operations and procurement volume achievement for the PE
- They will work closely with Procurement manager and they will support PE in procurement and aggregation activities of the various commodities.
- Prepare and maintain procurement reports, records, and updated price lists in the operational area assigned.
- Shall be directly responsible for supporting Procurement Manager in the discharge of their roles, creating appropriate market linkages, and coordinating with the vendors as well as the dedicated support at Collection Center.
- S/he would be managing procurement operations including weighment, quality testing and procurement logistics in their operational area.
- Ensure quality & quantity of various commodities at the time of procurement process.
- Manage day to day operations at collection centers.
- Manage logistics and transportation at cluster and block level.
- Support in designing crop calendar & capacity building of members.
- Will ensure the buying happens as per the SOPs laid down by the company.
- Will ensure the procured commodity is transported from the procurement centre on time as per the SOP.
- Manage logistics to transport commodity from buying point to central warehouse/ processing centre.

- S/he would be responsible for the variation in quality/quantity between the commodity bought at the procurement centre and the same received at the central warehouse / processing centre.
 - Along with the team of Sanchalak and village connects, s/he would engage into extending agriculture extension services to the members of the company.
 - Mobilization of shareholder farmers and regular engagement with them.
 - Responsible for conducting and arranging training programs for Sanchalak, members and other stakeholders.
 - Responsible for on field demonstration of best practices.
 - Act as a catalyst for procurement.
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- **Qualifications Required**
 - Graduate or Degree/Diploma equivalent of Graduation.
 - Agriculture graduates would be preferred.

Experience

- Candidates with 1-2 years of experience of working in the rural area with the farmers will be preferred.
- Candidates from agri-input industry, rural FMCG industry or any business facing industry in the rural setup where the work entails dealing with farmers are encouraged to apply.
- Candidates who have worked in Agri-commodity procurement will be preferred.

The position will be based out of district/block level in focus state of Uttar Pradesh currently. The salary is commensurable with current salary, experience and industry standards.

How to apply: Click on [link](#) and apply