



TERMS OF REFERENCE:

MISSION MANAGER – FINANCE MANAGEMENT

DDU-GKY

GENERAL INFORMATION

Ministry of Rural Development (MoRD), Government of India, is implementing a placement linked skill development program called the DDU-GKY i.e. Deen Dayal Upadhyaya Grameen Kaushalya Yojana (erstwhile Aajeevika Skills Program). DDU-GKY aims at alleviation of rural poverty through skill development and regular job placement for poor rural youth in the age group of 15-35 years.

DDU-GKY is unique in its design under the National Rural Livelihood Mission (NRLM). It gives priority to disadvantaged groups such as the SC/ ST/ women/ minorities and people with disability (PWD); it focuses on market-led training programs to ensure employability of youth and it emphasizes on partnership with private sector, NGOs, CBOs (Community Based Organization) and others for skilling and placement delivery.

DDU-GKY is implemented through a 3 tier structure with MORD at the apex as the policy making, facilitation and coordination agency; the State Skill Missions (SSMs) or State Rural Livelihood Missions as the state level nodal implementation support agencies and Project Implementation Agencies (PIA) who serve as the skill and placement providers under the program. The DDU-GKY envisages a central role for SRLMs/SSMs in driving the program delivery, its quality and outcomes. The DDU-GKY Guidelines provide additional information on the program. The Guidelines and SOP can be accessed under the resource section of the DDU-GKY website at <http://www.ddugky.gov.in>.

One of the key objectives of DDU-GKY is to secure decent employment to rural youth from marginalized sections of poverty so as to provide them and future generations, pathways to overcome poverty. To this end DDU-GKY requires effective, committed, sustainable partnerships with industry-national and international.

States are central to effective implementation of the program. To facilitate effective partnerships with states focused on quality outcomes for the program.

To address these requirements, the DDU- GKY requires the services of one Mission Manager- Finance at **L2 Level**.

OBJECTIVES OF THE ASSIGNMENT

The Mission Manager will be primarily responsible for supporting DDU-GKY project to undertake strategic and operational Management of Finance, Budgeting, Accounting, Auditing and Fiduciary functions to Aajeevika Skills program at the National Level.

SCOPE OF WORK

The consultant to support following activities:

Finance and Accounts Management

1. Support in Budget forecasting as well as management of periodic review and budgetary updates.
2. Exercise timely accurate financial control through accounting updated records of expenditure, commitments and plans.
3. Systematic financial reporting in accordance with multi-funder/donor requirements.
4. Ensure proper deployment IT based funds flow and accounting system for the program across the disbursement chain so as to track close to real time funds disbursement and utilization up to the last mile.
5. Ensure and drive the effective deployment of PFMS.

Create Finance & Accounts procedures

1. The Expert shall support in setting up the necessary standardized Finance & Accounts procedures as per the Gol / MoRD rules for use by grantee agencies so as to ensure consistent, accurate transparent and timely financial and accounting systems for the program.
 2. Support in devising policies and processes for effective project appraisal and financing.
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Perform Project Financial Management

1. The Expert is expected to be well versed in project finance management including project appraisal procedures and related financial risk mitigation procedures as project financing and appraisal is one of the key areas of DDU-GKY.

Training and Capacity Building Support

1. DDU-GKY is a national program and funds are to be distributed and monitored across the states and agencies. The F& A Expert shall provide support to the States as and when required with respect to program related financial requirements
2. The Expert will also support in undertaking training and capacity building of Aajeevika State Skill Missions, Project Implementing Agencies (PIAs), and Technical Support Agencies (TSAs) as well national staff to ensure that financial management systems are well understood, assimilated and executed as per the norms.
3. He/She shall also provide procurement support for procurement of Financial, accounting, audit and related services to the national as well as state level units.

Regulatory Compliance, Reporting and Donor Management

1. Ensure that all regulatory and donor requirements are met in a timely accurate and diligent manner.
2. Support the Partnership management team in resourcing and fund raising activities

Internal Control and Audit Management

1. Establish, execute and monitor appropriate internal controls for the program.
2. Work with other team members to institutionalize good fiduciary practices.
3. Manage External Audit.

Any other tasks that may be assigned from time to time.

MINIMUM ELIGIBILITY CRITERIA

The successful candidate will have the following qualifications:

Essential:

- Must be a qualified Chartered Accountant or ICWA or Post Graduate in Commerce, Financial Management, Financial Control, MBA or equivalent. Candidate with post graduate degree in other disciplines with proven track record in Financial Management shall also be considered.
- Minimum Experience of 10 years, with a minimum of 3 years of experience in appraising project finance, fund raising with preference given to those with experience in Government /NGO/Society social service firm.

Desirable:

- Knowledge and working in PFMS and undertaking project appraisal specially in Financial Appraisal will be an added advantage.
- Experience working in similar areas working for Government projects in India will be given preference.
- Very strong numeracy, computing and IT Skills.
- Working knowledge of both English and Hindi preferred.

SCHEDULE & LOCATION

The Mission Manager, shall be appointed Full- Time (on contract) for a period of one year. The tenure is extendable on performance of the candidate and/or need of the programme. The role shall be based out DDU-GKY office in Delhi and may be required to travel to other offices in States as required.

REPORTING

The Mission Manager shall report to:

Joint Secretary – Skills, DDU-GKY

7th Floor, NDCC-II Building

Jai Singh Road,

New Delhi-110001

Or to any other person assigned by JS (Skills).

REMUNERATION

Remuneration for the role will be Minimum Rs 1,00,000- per month as per qualification and experience.

Please apply by sending your latest CV to nrlm.advt@gmail.com. The last date of submission of CVs is **28th June 2019 latest by 5.00PM**.

Please note that the applications not furnished in the prescribed format are liable to be rejected.

Application form
National Rural Livelihood Mission

Position Applied For:

1. Name:

2. Father's Name:

3. Date of Birth:

4. Permanent Address:

5. Correspondence Address:

6. E-Mail:

7. Tel/Mobile No:

8. Educational Qualification:

Degree/Diploma Certificate	Year	College/Institute	Board/University/ Institution	Subjects	Division/ Percentage of Marks

9. Experience:

S. No	Name Of Organization	Designation	Tenure in months	Responsibility/Assignment	Key Achievements
Total Experience in years:					

10. Language

Language	Read	Write	Understand

11. Computer Proficiency:

12. Any Other Relevant Information that applicant may like to add:

13. References:

Name	Designation	Address
		Tel No/Mobile: E-Mail:
		Tel No/Mobile: E-Mail:

Date:

Name:

Place:

Signature: