

**For Office Use Only**

Post Code: PMU-APD-March-11

Application No. \_\_\_\_\_

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**CONVERGENCE OF AGRICULTURAL INTERVENTIONS IN  
MAHARASHTRA (CAIM)**

Application Form for the post of Additional Programme Manager in  
the Office of Programme Management Unit  
(Post Code – PMU-APD-March-11)

**(A) Personal Details**

Date Of Application	
Name ( in BLOCK CAPITALS)	
Date of Birth (dd/mm/yyyy) (Age as on 01-03-2011)	
Address for Communication	
Contact Information:	Landline _____ Mobile _____ Email _____
If selected, Notice period:	

**(B) Educational Qualification:**

Level	University	Name of Course	Year of Passing	Class Obtained	Major Subjects
Post Graduation					
Graduation					
Diploma					
Specialized Training					
Other Education					

**(C) Competency:**

Please list your areas of highest competency, special skills or other items that may contribute to your abilities in performing the mentioned position.(e.g. : Project management,Leadership,Team work, Negotiator/communicator, Facilitator of Change , Performer etc.)


**(D) Experience**

Please list beginning from most recent

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

From - To	
Employer	
Position & Location	
Duties	

**(E) Experience Relevant to the Post Applied:**


**E) References with contact details:**

1.
2.

**(F) Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge.

(Signature of the Applicant with Date )

**Other Information related to the Post of Additional Programme Director in the Office of  
CAIM – Programme Management Unit**

**(1) Eligibility Criteria (PMU-APD)**

The Additional Programme Director will be a person with agricultural economics or agronomist, agricultural engineer, agricultural extension, natural resources management including soil and water conservation specialist with related experience of 8 years, with a proven track record of management capacity, integrity, and exposure in agriculture or related areas. He/she would hold a postgraduate university degree in agricultural economics, economics, management or comparable professional qualifications. Candidates having experience in internationally funded programmes and rural development programme will be given preference.

**(2) Job Requirements (PMU-APD)**

The Additional Programme Director of the PMU will primarily be responsible for the day-to-day management of the project by assigning responsibilities to other members, guiding them and coordinating their work. The main responsibilities of the Additional Programme Director will include:

- Guide, supervise and coordinate of the activities and functions of core team of the PMU and also act as member-secretary to PSC, if authorised by Programme Director;
- Liaison with relevant line agencies and departments, banks, private sector and other sources and ensure convergence of funds for all sub-projects identified under the project and evolve methods for using these facilities;
- Coordinate the training programme of at Project level;
- Liaison and coordination with all key stakeholders and line departments and also with the on-going donor programmes in the project area districts;
- Keep close association with IFAD Supervision Missions and provide them with updated data and any other inputs;
- Flag the policy gaps and identifying critical issues in project implementation and submit them to the PSC for the consideration, and take actions to address the constraints at appropriate level;
- Promote the exploration of improved development strategies for the project area districts through the establishment of think-tanks, organising seminars and workshop with national experts;
- Contract research institutions, development organisations, NGOs, private sector organisations for promoting organic farming, contract farming and also for the low-input sustainable agriculture;
- Commissioning agencies for undertaking market development surveys, product development, sub-project feasibility studies and overseeing their implementation;
- Ensure project expenditures are in accordance with the provisions of IFAD Loan Agreement;
- Ensure that the Financing Agreement covenants are completed before the specified dates;
- Ensure that the annual work plans and budgets (AWP&B) are prepared and submitted in accordance with the project loan documentation to the PSC for approval;
- Ensure that the loan Withdrawal Applications are submitted to IFAD in time and in accordance with expenditure categories;
- Ensure that the project financial and physical progress reports are submitted in compliance with the programme documentation and requirements of IFAD and the government including the RIMS and other indicators;
- Undertake field visits for coordination, meetings with the district PMTs, NGOs, the project beneficiaries such as SHGs, JLGs etc.
- Prepare regular quarterly reports for the PSC, and in consultation with the Divisional Commissioner, Amravati and Programme Director, facilitate convening the meetings of the PSC and keep record of all minutes and provide compliance reports
- Comply and the tasks assigned by the Project Authorities.

**(3) Remuneration (PMU-APD)**

Maximum Rs. 9 Lakhs per annum (Consolidated)

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