

Annexure

Job Description

1. Position name : Taluk Programme Manager

Location: Taluk Mission Management Unit office, Taluk Level

Purpose : To provide leadership to the Block team for strengthening the processes at the Taluk level.

Reporting : Executive Officer, Taluk Panchayath.

Job Responsibilities (indicative):-

1. Undertake field visits proactively
2. Provide necessary technical and management support for implantation of all Mission activities i.e Cluster Coordinators and Area Co coordinators and conduct regular review meeting
3. Identify opportunities and implement activities under convergence model
4. Facilitate preparation of plans by community level institutions and its implementation.
5. Coordinate with banks for bank linkage of SHGs with the support of the financial inclusion cell at DMMU and SMMU
6. Facilitate design, strategy and roll out annual work plans , perspective plans under the Monitoring and Evaluation component for the block.
7. Undertake regular monitoring through field visit.
8. Identify the vulnerable stakeholders in the block with reference to women, Differently-abled, SC/ST's and other under privileged sections.
9. Report to DMMU and submit MPR's,QPR's and other relevant reports.
10. Liaison with PRI institutions, Line departments and other non-government organizations.
11. Take up any other task as allocated by competent authority at DMMU.

2. Position Name: Cluster Supervisor

Location: Taluk Mission Management Unit.

Purpose: To provide Overall leadership of the cluster for the development & sustainability of community institutions.

Reporting: TMM/TPM

Job Responsibilities(indicative):-

1. Undertake field visits proactively.
2. Work in close co-ordination with TMM/TPM to implement planned activities in the cluster/(Sub Block)
3. Identify and facilitate the process of organizing and inclusion of women, vulnerable communities (Differently-abled, SC/ST's and other under privileged sections) and strengthening them into functional community level institutions.
4. Facilitate activities relating to livelihoods planning, micro credit meetings, micro credit plan development, and CIF utilization among communities.
5. Liaison for service delivery of government entitlement and social safety net schemes in the cluster.
6. Enhance access to entitlements and scheme to community level institutions through convergence.
7. Ensure clean data entered into the MIS at TMMU level in timely manner.
8. Submit MPR's, QPR's and other relevant reports.
9. Liaison with PRI institutions, Line departments and other non-government organizations.
10. Take up any other task as allocated by competent authority at TMMU and DMMU.

ವಿಜಯಲಕ್ಷ್ಮಿ ನರಸಿಂಹಯ್ಯ, ಕಾರ್ಯದರ್ಶಿ
ಸದಸ್ಯ ಕಾರ್ಯದರ್ಶಿ ಜಿಲ್ಲಾ ಮಟ್ಟದ ಮೇಲುಮುಖಾರಿ ಸಮಿತಿ
ಜಿಲ್ಲಾ ಪಂಚಾಯತ್, ಮೈಸೂರು.