

**Office of the Chief Executive Officer
Mizoram State Rural Livelihoods Mission
Rural Development Department**

**Recruitment 2024
Details of Vacant Posts**

Name of Post: Chief Operating Officer (COO)

No. of Vacancy: 1 (One)

Job Description: The Chief Operating Officer (COO) will work under the guidance and supervision of the Chief Executive Officer (CEO), MzSRLM. The COO will work towards attainment of the results envisaged by the State Mission to the required standards of quality and within the constraints of time and cost.

For this, s/he will

- Lead the multidisciplinary team of professionals under MzSRLM.
- Ensure that all programmatic function is being successfully implemented as per desired schedule and standards.
- Represent MzSRLM for strategic partnership, liaison, interface, review and knowledge/information sharing with different stakeholders.
- Lead the SRLM for planning, budgeting and developing implementation strategies of all activities of the mission.
- Review and monitor the mission activities on key success parameters.
- Undertake any task assigned by the Chief Executive Officer.

Under the guidance and supervision of the Chief Executive Officer, the Chief Operating Officer (COO) will have the responsibility for the following tasks:

- Fine-tuning of implementation strategies related to institution building, Financial Inclusion and Livelihoods components of the mission and developing strategy for institutional convergence of community institutions with different stakeholders.
- Regularly reviewing implementation strategy in a view to keep them aligned with NRLM mandate.
- Developing various operational manuals (COM etc.) and ensure their successful implementation.
- Looking after capacity building requirement of mission staff; institutionalising an effective mechanism for the purpose; and ensuring that all capacity building requirements of mission staff is met.
- Leading all planning exercise being undertaken in SRLM or under the guidance of MoRD, GoI or GoM; and being responsible for timely execution of planned activities and delivery of committed results. Preparing annual review and progress report along with other strategic documentation would be another important responsibility of the COO.
- Manage all partnership with Resource Organisations or any other institutions; and monitor progress on indicators as agreed upon Identification of new areas for partnership.
- Leveraging all possible convergence with mainstream development programmes and institutionalising effective mechanism within SRLM for the purpose.
- Identifying scope for innovations and replication of best home-grown livelihoods models; developing strategy for its upscaling; and supporting SRLM team to lead interventions planned for such purposes.
- Developing MIS system within SRLM and institutionalising robust review and monitoring system across the mission for effective decision making.
- Assisting CEO in HR planning, team building and Financial Management tasks.
- Acting as trouble-shooter for all programme related matters.
- Assisting CEO to have all interfaces with state Government.

Minimum qualification:

- A master's degree or equivalent in management, rural management, development management, social sciences, social work, development studies, public policy or related disciplines from reputed national or international Institutions.

Minimum Experience:

- Ten years of experience with an SRLM or NRLM, NRO, or a reputed organisation working with Self Help Groups and their federations, and at least five years in a senior management/leadership position.
- First hand understanding of programmes in rural development, poverty alleviation, women Self-Help Groups and their federations.
- Atleast five years of experience in a project promoted by the Government of India or any of the State governments or union territories.
- First-hand experience in implementation of large-scale state or national level projects.
- Diploma in Computer Application from reputed institution.
- Working knowledge of Mizo and English.

Age Limit: Between 35-45 years as on 1st June, 2024

Posting: State Mission Management Unit

Salary: Rs. 85,000/- p.m. with annual increment.

Selection Process: The recruitment process involves a 4-tier selection process. The first step of recruitment involves screening of all application. Second, short-listed candidate after screening will be called for Written Examination. Third, Candidate who scored minimum eligibility mark (to be set by recruitment panel) in the written test will be called for Focus Group Discussion (FGD). Fourth, Candidate selected through the FGD candidate will be called for personal Interview.

Marks scored in Written Examination, Group Discussion, Personal Interview will not be aggregated and are meant only as elimination so as to identify meritorious candidates. MzSRLM reserves the right to change or cancel the recruitment process without assigning any reasons. No correspondence will be entertained on the process of recruitment.

Engagement: Selected candidate will undergo 3 months observatory period and will be offered a contract of 1 year during which he/she is liable for de-selection based on performance. After completion of one year, extension of contract will be based on performance. Though the initial appointment will be at specified location, the jobs are transferable anywhere within the State.

Note: *All applicants are advised to thorough go through the instruction note attached with the application form.*