

**OFFICE OF THE CHIEF EXECUTIVE OFFICER
MIZORAM STATE RURAL LIVELIHOODS MISSION
RURAL DEVELOPMENT DEPARTMENT
AIZAWL, MIZORAM**

**Recruitment 2024
Details of Vacant Posts**

Name of Post: Chief Finance Officer (CFO).

No. of Vacancy: 1 (One)

Job Description: The Chief Finance Officer (CFO) will work under the guidance and supervision of the Chief Executive Officer (CEO), MzSRLM. The CFO 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, applicant will

- Lead the multidisciplinary team of professionals under MzSRLM.
- Ensure that Fund Utilization is as per Financial Rules and Procedures of Ministry of Rural Development, State and Central Government.
- Represent MzSRLM for strategic partnership, liaison, interface, review and knowledge/ information sharing with different stakeholders on Financial aspects.
- Lead the SRLM for planning, budgeting and developing implementation strategies of all activities and Schemes of the mission on Financial aspects.
- Review and monitor the mission on Financial activities for all Schemes under MzSRLM.
- Undertake any task assigned by the Chief Executive Officer.

Under the guidance and supervision of the Chief Executive Officer (CEO), the Chief Finance Officer (CFO) will have the responsibility for the following tasks:

- Monitoring day to day Accounting and Financial activities.
- Maintenance of Financial policies as per MzSRLM norms, State and Central Govt. norms.
- Developing overall Financial Management Framework of the all Schemes under MzSRLM and related programme and ensure its implementation.
- Play key role in Budgeting and Auditing of MzSRLM schemes
- Play key role in Public Financial Management System implementation as per Centrally Sponsored Scheme procedure and assist Implementing Agencies in PFMS implementation.
- Play key role in Electronic Fund Management and Accounting Software implementation.
- Management of Employee Provident Fund.
- Manage all partnership on Financial Aspects with Implementing Agencies, Resource Organisations or any other institutions and monitor their utilization thereof.
- Procurement Management of MzSRLM.
- Ability to identify statutory obligations, analyse fund proposal and understand deductions as per Income Tax Act and timely filing of Returns.
- Acting as trouble-shooter for all Finance related matters and its technical issues.
- Excellent communication skills and computer skills.
- Assisting CEO in Financial Management tasks.
- Assisting CEO to have all interfaces with State Government.

Minimum qualification: A master's degree or equivalent in Financial Management/ Chartered Accountant from reputed national or international Institutions.

Minimum Required Experience:

- Ten years of experience or more in Accounts and Financial Management. Candidates should be working with an SRLM or NRLM, NRO, or a reputed organisation working with Self Help Groups and at least 5 years in a senior management/leadership position.

- First hand understanding of programmes in rural development, poverty alleviation, women Self-Help Groups and their federations for at least 5 years.
- Have an experience working with Project Implementing Agencies for at least 5 years.
- Working knowledge of Public Financial Management System and Electronic Fund Management and Accounting Software Implementation for at least 5 years.
- Have experience working outside of Mizoram with a reputed Finance Firm or Chartered Accountant firm.
- Have a good track record on work performance and certification from current employer. Diploma in Computer Application from reputed institution.
- Working knowledge of Mizo and English.

Age Limit: Between 35-45 years as on 1st August, 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.