

**GOVERNMENT OF NAGALAND**  
**Office of the Society for Climate Resilient Agriculture in Nagaland (SoCRAN)**  
**ELEMENT (WORLD BANK)- NAGALAND**  
**NAGALAND: KOHIMA**

APC/ELEMENT-WB-RECTT/45/2023/245

Dated Kohima, the 18<sup>th</sup> December, 2024

**ADVERTISEMENT**

*The “Enhancing Landscape and Ecosystem Management” (ELEMENT- WORLD BANK)* Nagaland Project invites applications for filling up the following contractual engagement of qualified professionals for the following positions:

Sl No	Name of Post	No. of Post	Max Age	Place of Posting
<b>State Project Management Unit (SPMU)</b>				
1.	GIS Expert/ GIS Analyst	1	45	SPMU, Kohima
2.	Environment Expert	1	45	SPMU, Kohima
3.	NRM Expert	1	45	SPMU, Kohima
4.	MIS Expert	1	45	SPMU, Kohima
5.	Administration & Human Resource Manager	1	45	SPMU, Kohima
6.	Project Assistant	2	35	SPMU, Kohima
7.	Data Entry/ Computer Operator	3	35	SPMU, Kohima
8.	Driver	2	35	SPMU, Kohima
9.	Multi-Tasking Staff (MTS)	2	35	SPMU, Kohima
<b>Zonal Management Unit (ZMU)</b>				
10.	Zonal Manager – Administration, Planning & HR Manager	3	45	ZMU, Kohima/ Wokha/ Mon
11.	Assistant – Finance & Accounts	3	45	ZMU, Kohima/ Wokha/ Mon
12.	Project Assistant	6	35	ZMU, Kohima/ Wokha/ Mon
13.	Multi-Tasking Staff (MTS)	3	35	ZMU, Kohima/ Wokha/ Mon

Details of the advertisement and application form can be obtained from ELEMENT Project website [www.elementnagaland.in](http://www.elementnagaland.in). Applicants are advised to refer to the ‘**Instructions and Guidelines**’ and ‘**Terms of Reference**’ given in the website before submitting the application.

Application in the prescribed form with CV and supporting documents should be sent by email at [elementnagaland.hr@gmail.com](mailto:elementnagaland.hr@gmail.com) on or before **20/01/2025, by 4:00 pm**. Applications will be accepted online only. Shortlisted candidates fulfilling the requirements outlined as per the ToR shall be called for a written examination, the details of which will be notified at a later date.

Sd/-  
**(SHANAVAS C.) IAS**  
Secretary, Industries & Commerce  
& Project Director, ELEMENT

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**GENERAL INSTRUCTIONS & GUIDELINES FOR THE APPLICANTS**

1. Applications must be furnished in the prescribed format only. Write clearly the CODE number of the position applied for in the format.
2. Only one application shall be entertained from one person.
3. Candidates fulfilling the requisite qualification and experience for Category A - State Project Management Unit (SPMU) & Category B – Zonal Management Unit (ZMU) must submit the Application Form along with education and experience certificates at **elementnagaland.hr@gmail.com**
4. Candidates already under employment in any Government Department/Organisations/ PSUs should apply through concerned controlling authority and submit NOC.
5. Applications shall be shortlisted according to approved evaluation criteria. Admit card for the written examination and interview shall be uploaded in the project website [www.elementnagaland.in](http://www.elementnagaland.in). Candidates may download from the website.
6. The shortlisted candidates for both Category A & B shall follow the following recruitment process for which dates for all recruitment stages shall be published on the website:

SI No	Position	Recruitment Process
i.	Experts/ Managers/ Assistant Managers (Two Stage Process)	<ul style="list-style-type: none"> <li>• Written Test</li> <li>• Interview (with a 3:1 ratio)</li> </ul>
ii.	Project Assistant/ Data Entry Operator (Three Stage Process)	<ul style="list-style-type: none"> <li>• Written Test</li> <li>• Practical Exam (Computer Proficiency Test)</li> <li>• Interview (with a 3:1 ratio)</li> </ul>
iii.	Drivers (Two Stage Process)	<ul style="list-style-type: none"> <li>• Driving Test</li> <li>• Interview (with a 3:1 ratio)</li> </ul>
iv.	Multi - Tasking Staff (MTS)/ Security Personnel (One Stage Process)	<ul style="list-style-type: none"> <li>• Interview</li> </ul>

7. The syllabus and marks for the written exam and interview will be as follows:

SI No	Position	Syllabus & Marks
i.	Experts/ Managers/ Assistant Managers	<ul style="list-style-type: none"> <li>• Subject Matter : 75 marks</li> <li>• General Knowledge : 25 marks</li> <li style="text-align: center;"><b>Total 100 marks</b></li> </ul>
ii.	Project Assistant/ Data Entry Operator	<ul style="list-style-type: none"> <li>• General Knowledge : 50 marks</li> <li>• Computer Proficiency Test : 50 marks</li> <li style="text-align: center;"><b>Total 100 marks</b></li> </ul>
iii.	Drivers	<ul style="list-style-type: none"> <li>• Driving Test : 50 marks</li> </ul>
iv.	Multi – Tasking Staff (MTS)/ Security Personnel	<ul style="list-style-type: none"> <li>• Personal Interview : 50 marks</li> </ul>

**\*\*For the positions of Project Assistant, Data Entry Operator, Drivers and Multi-Tasking Staff both at SPMU and Zonal level, only indigenous inhabitants of Nagaland shall be eligible.**

8. The Personal Interview will carry a total of **50 marks**. Only shortlisted candidates shall be invited for the interview.
9. The candidates shall bring original documents at the time of Personal Interview.
10. Knowledge of local language, topography of the area and local background may be given specific importance in selection process for categories A & B.
11. Last date of submission of applications is **20/01/2025, by 4:00 pm**.
12. Offer letters will be sent to selected candidates through email and subject to general health check-up and verification of antecedents.
13. The selected candidates will give an undertaking regarding acceptance of the terms and conditions of the offer and will initially be engaged for a period of one year purely on contractual basis, which may be extended depending on their performance.
14. Further, the services of contractual employees, which may be intermittent in nature, shall be co-terminus with the project.
15. The engagement shall not confer any right to a regular appointment at any time in the SoCRAN - ELEMENT Project, Nagaland or any other State Government Organisations. The engagement will be purely temporary in nature and shall not invite any legal recourse now or in the future.
16. The provisions for Human Resource Manual of ELEMENT Project, Nagaland shall be the guidelines for such engagements.

**Details of vacancies for ELEMENT Project**

**A. State Project Management Unit (SPMU):**

S. No.	Position	Number of Post	Monthly Remuneration (₹)	Max Age	Qualification	Required Experience	CODE Number
1.	GIS Expert/Analyst	1	80,000	45	Postgraduate Degree/ Graduate in Geology, Geo-informatics, Geographic Information Systems or Remote Sensing.	<ul style="list-style-type: none"> <li>• 5-8 years of work experience in government or private sectors with relevant experience in GIS.</li> <li>• Proven experience in computer-based method for collecting, managing, analyzing, modelling, and presenting geographic or spatial data.</li> <li>• Experience in building and maintaining GIS databases, and use of GIS software to analyze the spatial and non-spatial information.</li> </ul>	SPMU2
2.	Environment Expert	1	75,000	45	Postgraduate Degree in Environmental Sciences / Ecology / Environment Planning / Environment Engineering or related field.	<ul style="list-style-type: none"> <li>• 5-8 years of work experience in implementing environmental projects in the North East Region. Proven experience of conducting/assessing environmental impacts/ vulnerabilities / risks of infrastructure projects.</li> <li>• 1-2 years of prior work experience with Externally Aided Projects.</li> <li>• Sound knowledge of World Bank's Safeguards Policies, Environment and Social and / or IFC Performance Standards.</li> </ul>	SPMU4
3.	NRM Expert	1	75,000	45	Postgraduate Degree in Forestry/ Agricultural Engineering/ Environment/ Natural Resource/ Geology/Agriculture/Horticulture	<ul style="list-style-type: none"> <li>• 5-8 years of relevant work experience in community-based approaches to Natural Resource Management in any conservation linked development department, Government and NGOs.</li> <li>• At least 3-5 years of demonstrated specific experience in project planning, implementation, monitoring and</li> </ul>	SPMU6

						<p>evaluation related to Bio-diversity conservation and sustainable land management at landscape level.</p> <ul style="list-style-type: none"> <li>• 2-3 years of prior work experience with Externally Aided Projects.</li> <li>• Sound experience and familiarity with community-based conservation linked development activities.</li> </ul>	
4.	MIS Expert	1	75,000	45	<p>Postgraduate in ME/M.Tech in Computer Science/IT or minimum BE/B.Tech in Computer Science/IT related branches.</p>	<ul style="list-style-type: none"> <li>• For Postgraduate, at least 5 years of professional experience and minimum 3 years of similar work experience in any government or private sector organization.</li> <li>• For Bachelor's Degree, at least 8 years of professional experience and minimum 5 years of similar work experience in any government or private sector organization.</li> <li>• 2-3 years of prior work experience with Externally Aided Projects.</li> <li>• Proven expertise in MIS systems, database and data visualisation and reporting tools.</li> </ul>	SPMU11
5.	Administration & Human Resource Manager	1	75,000	45	<p>Postgraduate Degree in Commerce / Human Resources or MBA in Human Resources / Office Management / Office Administration or related field</p>	<ul style="list-style-type: none"> <li>• 5-8 years of work experience in government or private sectors related to office administration / management.</li> <li>• 2-3 years of prior work experience with Externally Aided Projects.</li> <li>• Knowledge of administrative processes, policies, and procedures with ability to oversee and optimise workflow and operational efficiency.</li> </ul>	SPMU12
6.	Project Assistant	2	30,000	35	<p>Postgraduate / Graduate in any discipline with 1 year Diploma in Computer Application.</p>	<ul style="list-style-type: none"> <li>• 1-2 years of work experience in development projects of government or NGOs.</li> <li>• Efficient user of MS Word, Excel and PowerPoint</li> </ul>	SPMU18

						<ul style="list-style-type: none"> <li>• Previous experience in project support such as documentation, reporting, and/or related roles will be preferred.</li> </ul>	
7.	Data Entry/ Computer Operator	3	25,000	35	Graduate in any discipline with 1 year Diploma in Computer Application.	<ul style="list-style-type: none"> <li>• 2-3 years of experience in data entry or similar administrative role.</li> <li>• Experience in working with NGOs, rural development project, or similar sectors is an advantage.</li> <li>• Ability to analyze and verify data for accuracy, identifying and resolving discrepancies effectively.</li> </ul>	SPMU19
8.	Driver	2	20,000	35	Class 8 Pass and with valid Driver's License	<ul style="list-style-type: none"> <li>• Preference shall be given to those candidates having 3 years of work experience in reputed organization.</li> <li>• Holding a valid Driver's license.</li> </ul>	SPMU20
9.	MTS	2	18,000	35	10 Pass from a recognized board.	<ul style="list-style-type: none"> <li>• Minimum 1 Year experience in similar position is preferred</li> </ul>	SPMU21

**B. Zonal Management Unit (ZMU):**

S. No.	Position	Number of Vacancies	Monthly Remuneration (₹)	Max Age	Qualification	Required Experience	CODE Number
1.	Zonal Manager-Administration, Planning & Human Resources	1- ZMU Kohima 1- ZMU Wokha 1-ZMU Mon	50,000	45	Postgraduate Degree / Graduate in Commerce / Human Resources or MBA in Human Resources / Office Management / Office Administration	<ul style="list-style-type: none"> <li>• 5 years of work experience in rural development projects or in private sectors related to office administration /management.</li> <li>• 1-2 years of prior work experience with Externally Aided Projects.</li> <li>• Familiarity with administrative tools and software.</li> </ul>	ZMU1
2.	Assistant – Finance & Accounts	1- ZMU Kohima 1- ZMU Wokha 1-ZMU Mon	45,000	45	M. Com / MBA (Finance) / ICAI (Chartered Accountant) / ICWAI (Cost Accountant) or related field.	<ul style="list-style-type: none"> <li>• 5 years of experience in financial accounting and proficiency in tally</li> <li>• Computer literacy and proficiency in tally and use of spreadsheets.</li> <li>• Knowledge of financial regulations, compliance, and accounting standards with ability to manage project budgets.</li> <li>• 1 year of prior work experience with Externally Aided Projects.</li> </ul>	ZMU3
3.	Project Assistant	2- ZMU Kohima 2- ZMU Wokha 2-ZMU Mon	30,000	35	Postgraduate / Graduate in any discipline with 1 year Diploma in Computer Application.	<ul style="list-style-type: none"> <li>• 1-2 years of work experience in development projects of government or NGOs.</li> <li>• Efficient user of MS Word, Excel and PowerPoint</li> <li>• Previous experience in project support such as documentation, reporting, and/or related roles will be preferred.</li> </ul>	ZMU6
4.	MTS	1- ZMU Kohima 1- ZMU Wokha 1-ZMU Mon	18,000	35	10 Pass from a recognized board.	<ul style="list-style-type: none"> <li>• Minimum 1 Year experience in similar position is preferred</li> </ul>	ZMU8

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**Passport Photo  
to be Affixed**

**APPLICATION FORM FOR STATE PROJECT MANAGEMENT UNIT**

Application for the post of \_\_\_\_\_ (To be  
 filled in block letters)

<b>CODE Number</b>	
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1. Name of Applicant:

2. Father's/Husband's Name:

3. Date of Birth:

4. Sex: Male/Female

5. Marital Status: Married/Unmarried

6. Tribe:

7. Nationality:

8. Correspondence Address:

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9. Mobile Number: \_\_\_\_\_ 10. E-mail: \_\_\_\_\_

11. Educational Qualification (Attach self-attested photocopy of all the certificates):

Sl. No.	Examination Passed	Board / University /Institute	Year of Passing	Marks Percentage

12. Work Experience (Attach self-attested photocopy of all the certificates):

Sl. No.	Name & Address of Employer	Designation	Period of Service (Mention Date, Month & Year)		Total Period of Service (Years & Months)
			From	To	




13. Other Qualification / Experience (Attach self-attested photocopy of all the certificates):

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14. List of Documents attached:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

I, \_\_\_\_\_ hereby declare that all aforesaid information are correct to the best of my knowledge and I have not concealed any information. In case the disclosures are found to be incorrect, the candidature / appointment shall be cancelled without any assigned reason.

Place:

Signature of Candidate

Date:

**\*Note:**

- i. Applications will be accepted only through E-mail. No offline applications will be accepted.*
- ii. Incomplete documents and non-fulfilment of qualifications as indicated in the ToRs shall be summarily rejected.*

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**Passport Photo  
to be Affixed**

**APPLICATION FORM FOR ZONAL MANAGEMENT UNIT**

Application for the post of \_\_\_\_\_ (To be  
 filled in block letters)

<b>CODE Number</b>	
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**ZONE (Tick✓ only one):**

<b>KOHIMA</b>	<b>WOKHA</b>	<b>MON</b>
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1. Name of Applicant:

2. Father's/Husband's Name:

3. Date of Birth:

4. Sex: Male/Female

5. Marital Status: Married/Unmarried

6. Tribe:

7. Nationality:

8. Correspondence Address:

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9. Mobile Number: \_\_\_\_\_ 10. Email: \_\_\_\_\_

11. Educational Qualification (Attach self-attested photocopy of all the certificates):

Sl. No.	Examination Passed	Board / University /Institute	Year of Passing	Marks Percentage

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Sl. No.	Name & Address of Employer	Designation	Period of Service (Mention Date, Month & Year)		Total Period of Service (Years & Months)
			From	To	


13. Other Qualification / Experience (Attach self-attested photocopy of all the certificates):

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Signature of Candidate

Date:

**\*Note:**

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## Terms of Reference for State Project Management Unit

### **JOB DESCRIPTION OF GIS EXPERT/ANALYST**

<b>Position Title</b>	: GIS Expert/Analyst
<b>Reporting Authority</b>	: Deputy Project Director- 1
<b>Work Location</b>	: State Project Management Unit, Kohima
<b>Salary per month</b>	: Rs. 80,000/-

#### **Required Qualification and Experience:**

- Postgraduate Degree in Geology, Geosciences, Geographic Information Systems or Remote Sensing.
- 5-8 years of work experience in government or private sectors with relevant experience in GIS.
- Proven experience in computer-based method for collecting, managing, analyzing, modelling, and presenting geographic or spatial data.
- Experience in building and maintaining GIS databases, and use of GIS software to analyze the spatial and non-spatial information.

#### **Roles and Responsibilities:**

- The GIS Expert will be primarily responsible for modern survey methods, GIS database development and the operation of GIS facilities.
- He/she shall undertake inventorization of springs across 225 villages to study spring typologies, hydrogeology, aquifer delineation, hydro-meteorology, water quality analysis and demarcation of recharge areas.
- Responsible for preparation and monitoring of springshed management plans/ Micro-watershed Development Plan of all the project villages.
- Responsible for implementation and installation of customized Automatic weather stations (CAWS) in all the project villages.
- He/she will be responsible for data collection, data analysis including non-spatial analysis and spatial data, such as maps, satellite imagery, data visualization and preparation of cartography.
- Monitor and coordinate with NGISRSC for setting up of GIS Laboratory and Decision Support system.
- Oversee the village resource mapping and village resource monitoring undertaken by the NGISRSC.
- Support the implementation of Enterprise Resource Planning for the project and integration of GIS module in ERP.
- Appropriate capacity and infrastructure including GPS equipment, smartphones and tablets etc. shall be developed for use of modern technology in planning and monitoring project interventions.
- Training employees and partners on GIS activities to increase their awareness and expertise.
- Technically assist the project as per guidelines agreed upon and prescribed in the Project Implementation Plan, Community Operation Manual, Financial Manual, Procurement Manual and the guidelines as prescribed in the Environmental & Social Management Framework (ESMF).
- Supervise, monitor and update the geographic trends and changes to the project in regular basis.
- Assist the DoLR, in consultation with SPMU, for preparation of Inception Report within 30 days from the start of the assignment.
- Assist the DoLR to prepare annual delivery plan which will be divided into quarterly/monthly deliverables. The annual plans and the quarterly/monthly plans will be appraised and approved by the SPMU.

- Field visits to the project locations as and when required.
- Any other task assigned by the higher author

## **JOB DESCRIPTION OF ENVIRONMENT EXPERT**

**Position Title** : Environment Expert  
**Reporting Authority** : Deputy Project Director- 1  
**Work Location** : State Project Management Unit, Kohima  
**Salary per month** : Rs. 75,000/-

### **Required Qualification and Experience:**

- Postgraduate Degree in Environmental Sciences / Environment / Ecology / Environment Planning / Environment Engineering or related field.
- 5-8 years of work experience in implementing environmental projects and proven experience of conducting / assessing environmental impacts / vulnerabilities / risks of infrastructure projects.
- Sound knowledge of World Bank's Safeguards Policies, the Environment and Social and/or IFC Performance Standards.
- 1-2 years of prior experience of working with Externally Aided Projects

### **Roles and Responsibilities:**

- The Environment Expert will be overall responsible to ensure that the implementation of all project activities are fully aligned with the country's regulations and project's Environment and Social Management Framework (ESMF) and that all systems, procedures, directions and guidance advocated therein are diligently applied/followed in the project as well as appropriately documented/reported.
- Lead and support the implementation of project specific Environment Management Plans (EMPs) for civil works and activities under the project.
- Coordinate with Social Expert in monitoring the implementation of the Environment Management in line with the Environment and Social Management Framework agreed for the project.
- Wherever departure from provisions of the ESMF/environmental regulations is spotted, ensure that appropriate corrective actions are taken promptly.
- Conduct periodic site visits to ensure that projects/activities being implemented are in line with the requirements laid out in the agreed environment and social documents.
- Asses the over-all progress of various sub-projects/project activities against environmental parameters, major environmental issues encountered/addressed, record of accidents/incidents, etc.
- Maintain appropriate records of environment management related information obtained from various sub-projects from time to time and generate analysis/reports to enable proper, informed decision-making in the environment management vertical.
- Prepare reports pertaining to Environment Management aspects
- Any other task assigned by the higher authority.

## **JOB DESCRIPTION OF NATURAL RESOURCE MANAGEMENT (NRM) EXPERT**

**Position Title** : Natural Resource Management (NRM) Expert

**Reporting Authority** : Deputy Project Director- 2

**Work Location** : State Project Management Unit, Kohima

**Salary per month** : Rs. 75,000/-

### **Required Qualification and Experience:**

- Postgraduate Degree in Forestry/Agricultural Engineering/Environment/Natural Resource Management / Hydrology / Geology or related field.
- 5-8 years of relevant work experience in community-based approaches to Natural Resource Management in any conservation linked development department, Government and NGOs.
- At least 3-5 years of demonstrated specific experience in project planning, implementation, monitoring and evaluation related to Bio-diversity conservation and sustainable land management at landscape level.
- 2-3 years of prior work experience with Externally Aided Projects.
- Sound experience and familiarity with community-based conservation linked development activities.

### **Roles and Responsibilities:**

- The Natural Resource Management (NRM) Expert will be responsible for preparing the action plan implementation for natural resource conservation including biodiversity, conservation, mainstreaming of biodiversity in the landscape, based on report of landscape assessment in consultation with all the relevant stakeholders and in supervising its implementation.
- Provide technical expertise and strategic guidance to Dy.PD-2 and support in the implementation of programme activities as specified annually.
- Develop and maintain effective communication and coordination with other civil society organizations and Government line departments.
- Identification of strategic locations / areas for specific interventions (e.g. areas for forestation/afforestation, agroforestry, water conservation methods etc.)
- Develop, implement and document appropriate best-practices in community-based approaches to natural resource management.
- Coordinate amongst and supervise working of all the personnel/technical experts in SPMU and ZMU for ensuring strong linkages between the different technical components as per the requirements of the project objectives.
- Coordinate with M&E Expert in the development and design of protocols, tools, impact, indicators and methods of monitoring and reporting on Landscape Governance/ management.
- Support the project Monitoring and Evaluation (M&E) Expert and SPMU unit in data collection for baseline, mid-term and end term evaluations and reporting on the GIS/MIS tracking tool for the project landscape.
- Ensure timely preparation of project's reports and requests for information based on project activities and outputs.
- Prepare a periodic landscape-level project implementation reports.
- Support the District Coordinators in the preparation and implementation of the Annual work plans and budget.
- Facilitate the Natural Resource Management related trainings, seminars and workshops.
- Provide relevant technical guidance, as required.
- Any other task assigned by the higher authority.

## **JOB DESCRIPTION OF MIS EXPERT**

**Position Title** : MIS Expert  
**Reporting Authority** : Deputy Project Director- 4  
**Work Location** : State Project Management Unit, Kohima  
**Salary per month** : Rs. 75,000/-

### **Required Qualification and Experience:**

- Postgraduate in ME/M.Tech in Computer Science/IT or minimum BE/B.Tech in Computer Science/IT related branches.
- For Postgraduate, at least 5 years of professional experience and minimum 3 years of similar work experience in any government or private sector organization.
- For Bachelor's Degree, at least 8 years of professional experience and minimum 5 years of similar work experience in any government or private sector organization.
- 2-3 years of prior work experience with Externally Aided Projects.
- Proven expertise in MIS systems, database and data visualisation and reporting tools.

### **Roles and Responsibilities:**

- The MIS Expert will manage the development and implementation of modern survey methods, including hardware, software applications, programming, and the integration of a management information system (MIS) or enterprise network.
- Oversee IT support for the project, ensuring seamless integration of Geographic Information Systems (GIS) with the MIS to enhance decision-making.
- Collaborate with Project Management Consultancy (PMC) to design data capture proformas and reporting mechanisms as part of the input-output monitoring system.
- Develop graphic presentation tools for data analysis and interpretation, and work with the GIS Expert to facilitate easy and objective decision-making for project officials using both spatial and non-spatial data.
- Manage essential data collection, analysis, and visualization tasks, including cartography, map preparation, and satellite imagery analysis.
- Coordinate with the Nagaland GIS Remote Sensing Center (NGISRSC) to establish a GIS laboratory and Decision Support System, overseeing village resource mapping and monitoring activities.
- Ensure the timely collection and compilation of data from districts, conducting field visits as necessary to validate data.
- Support the implementation of Enterprise Resource Planning (ERP) for the project, integrating a GIS module within the ERP for enhanced management.
- Ensure the availability of appropriate technology, including GPS equipment, smartphones, and tablets, to facilitate planning and monitoring of project interventions.
- Train employees and project partners on the use of MIS to enhance technological awareness and proficiency.
- Troubleshoot technical issues to ensure the smooth operation of the MIS application, resolving flow blockages, user interface issues, networking problems, and security concerns.
- Maintain the technical aspects of the project's social media pages, blogs, and online forums, ensuring regular updates and communication within the project team and with partners.



- Support the development and implementation of mobile app-based field work monitoring systems and project dashboards for real-time tracking.
- Prepare comprehensive reports, outcome indicators, and project deliverables, presenting these to the World Bank, Government of Nagaland, and Government of India.
- Perform other tasks assigned by higher authorities to ensure the effective operation of all technical components, contributing to the project's overall success.

## **JOB DESCRIPTION OF ADMINISTRATION & HUMAN RESOURCES MANAGER**

**Position Title** : Administration & Human Resources Manager

**Reporting Authority** : Deputy Project Director - 4

**Work Location** : State Project Management Unit, Kohima

**Salary per month** : Rs. 75,000/-

### **Required Qualification and Experience:**

- Postgraduate Degree in Commerce / Human Resources or MBA in Human Resources / Office Management / Office Administration or related field.
- 5-8 years of work experience in government or private sectors related to office administration /management.
- 2-3 years of prior work experience with Externally Aided Projects
- Knowledge of administrative processes, policies, and procedures with ability to oversee and optimize workflow and operational efficiency.

### **Roles and Responsibilities:**

- The overall responsibility of the Administration and Human Resources Manager is to support day-to-day management of office and to cater the needs of the Project in respect of selection, deployment, deputation, transfer, engagement/recruitment of personnel etc.
- Responsible to establish standard recruitment processes, develop rules relating to service conduct and discipline for staff and employees, maintain records of all Project assets, handle all legal matters of the project, define job responsibilities, rewards and punishment, develop annual performance appraisal methods, maintain ACRs of the officers, staff and employees.
- Coordinate/Assist in conducting training for project team, coordination with institutions, Technical Experts and those agencies providing technical assistance and implementing partners/agencies.
- Formulation of Capacity Building programs for project officials at all ranks and positions.
- Organize and coordinate office administration and procedures, in order to ensure effectiveness, efficiency, and safety.
- Responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, office staff supervision, and task delegation.
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are updated, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored.
- Allocate tasks and assignments to subordinates and monitor their performance.
- Coordinate project staff activities to ensure maximum efficiency and oversee adherence to office policies and procedures.
- Coordinate schedules, appointments, and bookings.
- Any other task assigned by the higher authority.

## **JOB DESCRIPTION OF PROJECT ASSISTANT**

<b>Position Title</b>	: Project Assistant
<b>Reporting Authority</b>	: Subject Experts & Manager
<b>Work Location</b>	: State Project Management Unit, Kohima
<b>Salary per month</b>	: Rs. 30,000/-

### **Required Qualification and Experience:**

- Postgraduate Degree / Graduate in Social Work / Rural Development / Agriculture / Horticulture / BV.Sc & AH/ Forestry or related field with 1 year Diploma in Computer Application
- 1-2 years of work experience in development projects of government or NGO, preferably in the social development sector.
- Previous experience in project support such as documentation, reporting, and/or related roles will be preferred.
- Efficient user of MS Word, Excel and PowerPoint.

### **Roles and Responsibilities:**

- The overall responsibility of Project Assistant is to provide technical support and assistance to the Experts / Manager and field level monitoring staff for effective implementation of the project activities.
- Contribute in designing of capacity building plans and resources for the internal staff and external stakeholders, both online/offline training.
- Develop and implement work plans, coordinating events, managing grants and contracts, undertaking research, and reporting on projects, as well as other on-going project management needs. Carry out project implementation activities in a timely manner and within budget as per the work plans of the assigned projects.
- Establishes, tracks, and maintains optimal standards of performance for program to ensure high quality deliverables are met on time and as per the budget.
- Prepare project reports, memoranda, articles, papers, and presentations related to the program for internal and external purpose.
- Supports partner engagement activities, including coordinating regular partner meetings, overseeing coordination, reviewing reports, and identifying challenges and opportunities.
- Support in organizing meeting, workshops and all other project meetings as per the requirements of the project. Prepare agenda and minutes of the meetings.
- Support in special studies, research, thematic studies, baseline survey, evaluation survey etc.
- Support in preparing of monthly/quarterly/annual reports for donor and government agencies, as per requirement.
- Organizing site visits and working on logistics for planning the site visits – including trip planning.
- Ensure all M&E related functions are coordinated from field and reported timely.
- Any other task assigned by the higher authority.

## **JOB DESCRIPTION OF DATA ENTRY OPERATOR**

**Position Title** : Data Entry Operator  
**Reporting Authority** : MIS Expert  
**Work Location** : State Project Management Unit, Kohima  
**Salary per month** : Rs. 25,000/-

### **Required Qualification and Experience:**

- Graduate in any discipline with 1 year Diploma in Computer Application.
- 2-3 years of experience in data entry or similar administrative role.
- Experience in working with NGOs, rural development project or similar sectors will be an advantage.
- Should have strong computer skills, including familiarity with data entry systems, databases, and relevant software applications.
- Ability to analyze and verify data for accuracy, identifying and resolving discrepancies effectively.

### **Roles and Responsibilities:**

- Responsible for entering data in the system related to all project activities and other relevant information into MIS.
- Prepare, compile, and sort documents for data entry.
- Generate report from MIS (Village Matrix, Key Milestone etc.) and prepare demand based reports as needed and maintains MIS related documents for future reference.
- Perform high-volume data entry using word processing, spreadsheets, databases, and other computer software.
- Manage and organize digital and physical filing systems, ensuring the protection and confidentiality of sensitive project information.
- Perform regular data backups to prevent data loss.
- Logistics management of various publications, report, and IEC Materials as per needs of the project.
- Ensure necessary maintenance of different ICT related equipment such as computer, printer, scanner, modem, laptop, etc.
- Any other job as and when assigned.

## **JOB DESCRIPTION OF DRIVER**

**Position Title** : Driver  
**Reporting Authority** : Attached Officer/ Admin& HR Manager  
**Work Location** : State Project Management Unit, Kohima  
**Salary per month** : Rs. 20,000/-

### **Required Qualifications & Experiences:**

- A minimum education qualification of 8<sup>th</sup> Pass from a recognized board.
- Preference shall be given to those candidates having 3 years of work experience in reputed organization.
- Holding a valid Driver's license.
- Knowledge in vehicle maintenance, minor repair, Road safety rules and regulations.

### **Roles and Responsibilities:**

- Drive office vehicle for the transport of authorized personnel.
- Provide logistic support as and when required.
- Maintain and ensure good working condition of the vehicle at all times.
- Helping with loading and unloading of goods, raw materials and staff luggage.
- Conducting timely vehicle maintenance checks.
- Scheduling vehicle service appointments.
- Ensuring the safety of staff members and goods during the journey.
- Identifying any mechanical issues in the vehicle.
- Any other task assigned by the higher authority.

## **JOB DESCRIPTION OF MULTI-TASKING STAFF**

**Position Title** : Multi-Tasking Staff (MTS)  
**Reporting Authority** : Manager- Administration and HR  
**Work Location** : State Project Management Unit, Kohima  
**Salary per month** : Rs. 18,000/-

### **Required Qualifications & Experiences:**

- Candidates must have passed their class 10 from a recognized board
- Prior experience and good track record will be an added advantage.
- Minimum 1 Year experience in similar position is preferred.

### **Roles and Responsibilities:**

- As a Multi-Tasking Staff (MTS) he/she Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are updated, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored.
- Physical maintenance of records of section.
- General cleanliness & upkeep of the Section/Unit.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX etc.
- Other non-clerical work in the Sections/Unit.
- Assisting in routine office work like diary, dispatch etc. including on computer.
- Delivering of Dak (inside & outside the building)
- Watch & ward duties.
- Cleaning of rooms.
- Work related to his ITI qualification, if it exists
- Driving of vehicles, if in possession of valid driving license
- Upkeep of parks, lawns, potted plants etc.
- Analyse and prepare paper works.
- Any other task assigned by the higher authority.

## ToRs for Zonal Management Unit

### **JOB DESCRIPTION OF ZONAL MANAGER– ADMINISTRATION, PLANNING & HUMAN RESOURCES**

**Position Title** : Zonal Manager- Administration, Planning & Human Resources

**Reporting Authority** : Zonal Project Officer

**Work Location** : Kohima/ Wokha/ Mon

**Salary per month** : Rs. 50,000/-

#### **Required Qualification and Experience:**

- Postgraduate Degree / Graduate in Commerce/ Human Resources or MBA in Human Resources/ Office Management/ Office Administration or related field.
- 5 years of work experience in rural development projects or in private sectors related to office administration /management.
- 1-2 years of prior work experience with Externally Aided Projects.
- Proven experience of working in External Aided Projects will be given preference.
- Familiarity with administrative tools and software.

#### **Roles and Responsibilities:**

- The Zonal Manager – Administration, Planning & Human Resources will be responsible for day-to-day office management at ZMU for both Human Resources and Office Administration.
- Responsible for ensuring the adherence of rules relating to service conduct and discipline for staff and employees, maintain records of all project assets and annual performance appraisal of project staff.
- Coordinate with SPMU in organizing training for Training of Trainers (ToT), project team, technical experts and those agencies providing technical assistance and implementing partners/ agencies.
- Organize and coordinate office administration and procedures, in order to ensure effectiveness, efficiency and safety.
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are updated, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored.
- Allocate tasks and assignments to subordinates and monitor their performance.
- Coordinate project staff activities to ensure maximum efficiency and oversee adherence to office policies and procedures.
- Coordinate schedules, appointments and bookings.
- Any other task assigned by the higher authority.

## **JOB DESCRIPTION OF ASSISTANT– FINANCE & ACCOUNTS**

**Position Title** : Assistant– Finance & Accounts

**Reporting Authority** : Zonal Project Officer

**Work Location** : Kohima/ Wokha/ Mon

**Salary per month** : Rs. 45,000/-

### **Required Qualification and Experience:**

- M. Com / MBA (Finance) / ICAI (Chartered Accountant) / ICWAI (Cost Accountant) or related field.
- 5 years of experience in financial accounting and proficiency in tally
- Computer literacy and proficiency in tally and use of spreadsheets.
- Knowledge of financial regulations, compliance and accounting standards with ability to manage project budgets.
- 1 year of prior work experience with Externally Aided Projects.

### **Roles and Responsibilities:**

- As Assistant– Finance & Accounts, he/she will be responsible for overall financial, budgeting and accounting of the project at ZMU and VEMC level.
- Maintaining the project accounts of the ZMU.
- Assisting the ZPO in preparation of the AWPB and validating the financial data in the ERP/ MIS.
- Preparing Bank reconciliation statements of the ZMU every month.
- Preparing monthly progress report every month with the actual and budgeted figures for each activity and the variance thereof.
- Facilitating timely disbursement of project funds to PFA/ VEMC.
- Follow-up with the PFA/ VEMC to ensure that they submit their monthly statements within the stipulated time.
- Preparation of the financial statements and the withdrawal application.
- Providing accounts, statement and other documents as may be required by the statutory/ internal auditor to ensure the timely completion of their assignments.
- Providing support and assisting the Finance Expert in all other duties as may be assigned by the Finance Expert.
- Any other task assigned by the higher authority.



## **JOB DESCRIPTION OF PROJECT ASSISTANT**

**Position Title** : Project Assistant  
**Reporting Authority** : Zonal Project Officer/ Zonal Manager  
**Work Location** : Kohima/ Wokha/ Mon  
**Salary per month** : Rs. 30,000/-

### **Required Qualification and Experience:**

- Postgraduate Degree /Graduate in Social Work/Rural Development/ Agriculture/Horticulture/ BV.Sc & AH/ Forestry or related field with 1 year Diploma in Computer Application
- 1-2 years of work experience in development projects of government or NGOs.
- Efficient user of MS Word, Excel and PowerPoint
- Previous experience in project support such as documentation, reporting, and/or related roles will be preferred.

### **Roles and Responsibilities:**

- The overall responsibility of Project Assistant is to provide technical support and assistance to the ZPO / Zonal Manager and field level monitoring staff for effective implementation of the project activities.
- Contribute in designing of capacity building plans and resources for the internal staff and external stakeholders, both online/offline training.
- Develop and implement work plans, coordinating events, managing grants and contracts, undertaking research, and reporting on projects, as well as other on-going project management needs. Carry out project implementation activities in a timely manner and within budget as per the work plans of the assigned projects.
- Establishes, tracks, and maintains optimal standards of performance for program to ensure high quality deliverables are met on time and as per the budget.
- Prepare project reports, memoranda, articles, papers, and presentations related to the program for internal and external purpose.
- Supports partner engagement activities, including coordinating regular partner meetings, overseeing coordination, reviewing reports, and identifying challenges and opportunities.
- Support in organizing meeting, workshops and all other project meetings as per the requirements of the project. Prepare agenda and minutes of the meetings.
- Support in special studies, research, thematic studies, baseline survey, evaluation survey etc.
- Support in preparing of monthly/quarterly/annual reports for donor and government agencies, as per requirement.
- Organizing site visits and working on logistics for planning the site visits – including trip planning.
- Ensure all M&E related functions are coordinated from field and reported timely.
- Any other task assigned by the higher authority.

## **JOB DESCRIPTION OF MULTI-TASKING STAFF**

**Position Title** : Multi-Tasking Staff (MTS)  
**Reporting Authority** : Zonal Project Officer/ Zonal Managers  
**Work Location** : Kohima/ Wokha/ Mon  
**Salary per month** : Rs. 18,000/-

### **Required Qualifications & Experiences:**

- Candidates must have pass their class 10 from a recognized board.
- Prior experience and good track record will be an added advantage.
- Minimum 1 Year experience in similar position is Preferred.

### **Roles and Responsibilities:**

- As a Multi-Tasking Staff (MTS) he/she Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are updated, supply requisitions are reviewed and approved, and that clerical functions are properly assigned and monitored.
- Physical maintenance of records of section.
- General cleanliness & upkeep of the Section/Unit.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX etc.
- Other non-clerical work in the Sections/Unit.
- Assisting in routine office work like diary, dispatch etc. including on computer.
- Delivering of Dak (inside & outside the building)
- Watch & ward duties.
- Cleaning of rooms.
- Work related to his ITI qualification, if it exists
- Driving of vehicles, if in possession of valid driving license
- Upkeep of parks, lawns, potted plants etc.
- Analyse and prepare paper works.
- Any other task assigned by the higher authority.