

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

NO. ELE-WB/ESTT-1/49/2026 (Pt-1)/719

Dated Kohima, the 19th September, 2026

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
1.	Procurement Expert	1	45	SPMU KOHIMA
2.	Assistant Manager (Marketing & Convergence)	1	45	SPMU KOHIMA
3.	Assistant Monitoring and Evaluation	1	45	SPMU KOHIMA
4.	Data Entry Operator	2	35	SPMU KOHIMA
5.	Zonal Manager	1	45	ZMU KOHIMA

Details of the advertisement and application form can be obtained from ELEMENT Project website 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 on or before **26th September, 2026, 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/-
(KUMAR RAMNIKANT) IAS
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 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/Organizations/ 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 share through email.
6. The shortlisted candidates shall follow the following recruitment process for which dates for all recruitment stages shall be communicated through email and will be uploaded in the ELEMENT website:

Sl. No	Position	Recruitment Process
1.	Procurement Expert	• Written Test • Interview (with a 3:1 ratio)
2.	Assistant Manager (Marketing & Convergence)	• Written Test • Interview (with a 3:1 ratio)
3.	Assistant Monitoring and Evaluation	• Written Test • Interview (with a 3:1 ratio)
4.	Data Entry Operator	• Written Test • Interview (with a 3:1 ratio)
5.	Zonal Manager Kohima	• Written Test • Interview (with a 3:1 ratio)

7. Only shortlisted candidates shall be invited for the written examination and personal interview.
8. The candidates shall bring original documents at the time of Personal Interview.
9. Last date of submission of applications is **26th September, 2026, by 4:00 PM.**
10. Offer letters will be sent to selected candidates through email and subject to general health check-up and verification of antecedents.
11. 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.
12. Further, the services of contractual employees, which may be intermittent in nature, shall be co-terminus with the project.
13. 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 Organizations. The engagement will be purely temporary in nature and shall not invite any legal recourse now or in the future.
14. 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	Required Qualification	Required Experience	CODE Number
1.	Procurement Expert	1	75,000/-	45	Bachelor's or Master's degree in Business Administration, Public Administration, Engineering, or a related field	5-8 years' experience in procurement or supply chain management, demonstrating a proven track record of managing procurement activities. 2-3 years of demonstrated specific experience in managing procurement at the SPMU Level for World Bank or other international donor funded projects. - Proven expertise in procurement planning, bid management, contract negotiation, and contract management. - Extensive knowledge of World Bank procurement regulations and guidelines. - Strong analytical, communication, and organizational skills.	SPMU9
2.	Assistant Manager (Marketing & Convergence)	1	50,000/-	45	MBA/Postgraduate Degree in sales & Marketing/Agriculture/ Agri-business or related fields	3.5 to 4.5 years of experience in Agribusiness/Agri. Marketing/Value Chain Development and /or Post Harvest Management and working with FPOs/large farmers groups. - Knowledge of market research, consumer behaviour, and industry trends with ability to develop and execute marketing plans with project constraints.	SPMU15

						• Prior experience in sales & marketing supply chain management for FPOs, and convergence will be an added advantage. • 1 year of prior work experience with Externally Aided Projects. • Efficient use of MS Word, Excel & PPT.	
3.	Assistant Monitoring and Evaluation	1	50,000/-	45	• Postgraduate Degree in Agriculture/Economics/ Statistics/Humanities or related field	• Relevant experience in programme/project coordination, research, monitoring & evaluation, development sector initiatives, Programmer Management units (PMUS) or related areas. Experience in data collecting, analysis reporting, impact assessment and evaluating project performance will be preferred. • Proficiency in data collection, analysis and reporting. • Familiarities in monitoring and evaluation activities with training/certificates in MEL • Prior work experience with Externally Aided Projects, programme management units or development programmes. • Proficiency in MS Excel, MS Word and PPT.	SPMU17

4.	Data Entry Operator	2	25,000/-	35	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 PFAs, 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 for accuracy, identifying and resolving discrepancies effectively.	SPMU19
5.	Zonal Manager	1	50,000/-	45	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 Externally Aided Projects will be given preference. - Familiarity with administrative tools and software.	ZMU 1

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APPLICATION FORM

**Passport Photo
to be Affixed**

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

CODE Number	
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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:

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):

14. List of Documents attached:

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

I, _____ hereby declare that all aforesaid information is 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.**

1. Terms of Reference (ToR) for Procurement Expert

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

Required Qualification and Experience:

- Bachelor's or Master's degree in Business Administration, Public Administration, Engineering, or a related field.
- 5-8 years of general experience in procurement or supply chain management, demonstrating a proven track record of managing procurement activities.
- 2-3 years of demonstrated specific experience in managing procurement at the SPMU level for World Bank or other international donor-funded projects.
- Proven expertise in procurement planning, bid management, contract negotiation, and contract management.
- Extensive knowledge of World Bank procurement regulations and guidelines.
- Strong analytical, communication, and organizational skills.

Roles and Responsibilities:

- Provide expert technical support and advisory services to ensure that procurement activities are conducted in accordance with the World Bank's Procurement Regulations and the project's requirements.
- Analyze and prepare procurement plans as per the project requirements to ensure the value for money and timely completion of activities.
- Prepare procurement documents as per the World Bank's standards and projects requirement.
- Assist the project technically in the development of criteria for bid/ proposals for evaluation.
- Assist the project in bid management. Provide technical assistance in the evaluation of bids and proposal.
- Assist in the negotiation of terms and conditions of contracts with selected bidders.
- Manage, review and provide guidance on contract management to ensure compliance with contractual obligations.
- Conduct training sessions and workshops for the project team on procurement procedures and best practices.
- Prepare and submit regular progress reports to the concerned authority in charge.
- Document procurement activities and decisions comprehensively for audit and review purposes.
- Ensure all procurement process adheres to World Bank procedures for fair and transparent results.
- Any other task Assigned by the Higher Authority.

2. Terms of Reference (ToR) for Assistant Manager-Marketing & Convergence

Position Title : Assistant Manager – Marketing & Convergence
Reporting Authority : Manager– Marketing
Work Location : State Project Management Unit, Kohima
Salary per month : Rs. 50,000/-

Required Qualification and Experience:

- MBA/Postgraduate Degree in Sales & Marketing/Agriculture/Agri-business or related fields.
- 3.5 to 4.5 years of working experience in Agribusiness/Agri. Marketing /Value Chain Development and/or Post Harvest Management and working with FPOs/ large farmers groups.
- Knowledge of market research, consumer behaviour, and industry trends with ability to develop and execute marketing plans within project constraints.
- Prior experience in sales & marketing, supply chain management for FPOs, and convergence will be an added advantage.
- 1 year of prior work experience with Externally Aided Projects.
- Efficient use of MS Word, Excel & PowerPoint.

Roles and Responsibilities:

- Assistant Manager - Marketing & Convergence shall be responsible for implementation of marketing and convergence activities.
- He/she will assist in setting-up of secondary value addition /processing facilities for HVFP and Agri and allied products.
- Support in facilitating production end, market-led USPs for HVFP and other identified products (Traceability, Sustainability Certification, GI, GAP certification etc.).
- Setting-up Secondary value addition / Processing Facilities for HVFP and Agri and allied products.
- Product branding, market promotion and marketing support.
- Support to organize promotional activities and events at state and district level, including buyer seller meet for marketing products and services.
- Assist in organizing Boot camps for access of Finance, Technology and Vendors.
- Technical Partnership with National Institution and universities.
- Coordinate and facilitate in convergence of the MGNREGS, NSRLM, other government departments and private sectors for benefiting the targeted community.
- Demonstrate convergence with government departments/schemes and assist staff and partners to enhance capacity/skill enhancement on same.
- Assist to implement marketing plans, policies and strategies according to project objectives and market developments.
- Support in landscape-based value chain studies.
- Any other task assigned by the higher authority

3. Term of Reference (ToR) for Assistant Monitoring & Evaluation

Position Title : Assistant- Monitoring & Evaluation
Reporting Authority : M&E and Planning Expert
Work Location : State Project Management Unit, Kohima
Salary per month : Rs. 50,000/-

Required Qualification and Experience:

- Postgraduate Degree in Agriculture / Economics / Statistics / Humanities or related field.
- Relevant experience in programme/project coordination, research, monitoring & evaluation, development sector initiatives, Programme Management units (PMUS) or related areas. Experience in data collecting, analysis reporting, impact assessment and evaluating project performance will be preferred.
- Proficiency in data collection, analysis and reporting.
- Familiarities in monitoring and evaluation activities with training/certificates in MEL
- Prior work experience with Externally Aided Projects, programme management units or development programmes.
- Proficiency in MS Excel, MS Word and PPT.

Roles and Responsibilities:

- The primary responsibility of Assistant- Monitoring & Evaluation shall be to assist the M&E and Planning Expert in preparing the Monitoring and Evaluation plan and implementation of monitoring and evaluation strategies, frameworks, and tools that will ensure accurate and timely information and feedback.
- He/she will assist the M&E and Planning Expert in consolidating and finalizing the AWP of the ZMU/PFA and institutions.
- Collating and analyzing district level data, entering into computerized MIS/ERP and submission of data analysis reports to ZMU/PFA and stakeholders.
- Support collection, compilation, and consolidation of physical and financial progress data from ZMUs, District Coordinators, PFAs, and other implementing agencies.
- Verify completeness, consistency, and accuracy of data submitted by field units.
- Conduct data quality checks and support validation of project indicators and reported achievements.
- Support tracking and updating of Result Framework indicators, annual targets, and project milestones
- Assist to consolidate/prepare quarterly and annual progress reports of SPMU for submission to World Bank.
- Support in undertaking surveys/evaluations and collating data as required by SPMU.
- Support the agency engaged for conducting Baseline Survey, Mid Term and End Term Evaluations to assess the impact of the project.
- Assist in identifying success stories and facilitate dissemination of best practices from the field level implementation.
- Assist to develop online management information systems, including developing formats and procedures for data collection, data uploading and reporting.
- Any other task assigned by the higher authority.

4. Terms of Reference (ToR) for 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 PFAs, 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.

5. Terms of Reference (ToR) for 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 updates, 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.