

Mahila Abhivruddhi Society (MAS)
Job Description for the Project Officer

About MAS: Mahila Abhivruddhi Society (formerly APMAS) is a national level technical resource organization working for the advancement of people's institutions such as women self-help institutions, farmer institutions, and other community based organizations who believe in and respect the spirit of self-help and keep it as a guiding principle. It works closely with the state governments and key stakeholders in development sector towards achieving poverty reduction and socio-economic empowerment of the marginalized and the poor. More details can be seen in the Website: www.apmas.org

About Promotion of FPOs in Kamareddy District (DGRV Project): Farmer Producer Organizations will be promoted and strengthened to take necessary interventions and innovations for tomato value chain development by adopting participatory approach with the special focus on women and youth. A three tier structure has been proposed in the project. The promotion of three-tier structure of farmer institutions will be facilitated in a step-by-step and systematic manner. These farmer institutions can take up roles as decided by the farmers with technical support from APMAS and innovative partners with regard to pre-production, production and post production for tomato value chain. The role and responsibilities of farmer institutions at various levels will be clearly laid down and capacitated to perform their respective roles effectively.

Project : **Promotion of FPOs in Kamareddy District**
Project Area : Sadashivnagar mandal in Kamareddy district
Job Location : Sadashivnagar / Kamareddy
Reporting to : Manager, I & CB
Salary : Competitive salary package based on qualification & experience
Closing Date : 10 April 2017

Overall Purpose of the Job: Plan and coordinate with the field team for organizing capacity building events, mobilizing farmers into Rythu Sanghams and FPO. Organize Farmer Field Schools, Rythu Sangham meetings and providing technical support to farmers.

Tasks and Responsibilities:

- Mobilize farmers into Rythu Sanghams and FPO
- Organize Farmer Field Schools
- Provide Technical support to farmers
- Collaboration with local NGOs and government departments to benefit farmers
- Prepare monthly, quarterly and annual progress reports

- Prepare reports as per donor requirements /periodical requests
- Organize capacity building events to the staff and the farmer groups
- Support field team in preparing necessary documents and registration of FPOs
- Preparation of necessary MIS formats and ensure data management
- Conduct base line and research studies as necessary for the project
- Maintain and update office files with necessary information and reports
- Organize staff review meetings for planning and reviewing
- Maintain and photo and video documentation for the project
- Prepare case studies and process documentation
- Participate in donor visits, meetings and workshops to share the learning from the project
- Coordinate and ensure convergence with different government departments and functionaries
- Uphold APMAS values and ethics
- Be gender sensitive, inclusive, innovative and demonstrate transparent and accountable practices
- Any other tasks assigned by the reporting officer from time to time

Qualification and Experience

- Graduation in Agriculture / Diploma in Agriculture
- Relevant experience of minimum 2 years with the reputed NGOs or government
- Excellent oral and written communication skills in Telugu
- Good computer skills & knowledge
- Ability to foster a cooperative work environment
- Demonstrated leadership and teamwork skills

Skills & Key Competencies

- Knowledge on farmer producer organisation
- Knowledge on IPM/INM /IFS etc
- Able to organize farmer field schools
- Knowledge on crop production technologies
- Knowledge on Natural resource management
- Knowledge on various government schemes

How to apply

Interested and qualified candidates should send your CV to hr@apmas.org and mention the post you are applying for in the subject line. Only Shortlisted Candidates will be contacted.