

Green Innovation Centre (GIC) Project **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 GIC Project: The One World – No Hunger initiative of the German Federal Ministry for Economic Cooperation and Development (BMZ) aims at addressing poverty and hunger by establishing Green Innovation Centres (GIC) for the agriculture and food sector in 13 countries, amongst them India. The objective of the programme is aimed at leveraging innovations in the agriculture and food sector to increase the incomes of small-scale farmers, increased employment in the agriculture and food sector, and an improved regional food supply. To reach this objective, new ways of cooperation, such as producer groups or associations will be promoted with the aim to improve the productivity, processing and marketing along the entire value chain. Products such as tomato, potato, and apple have been prioritized for agricultural value chains in the states of Karnataka, Maharashtra, Andhra Pradesh, and Himachal Pradesh. Mahila Abhivruddhi Society is implementing Green Innovation Centre in Chittoor and Anantapur districts of Andhra Pradesh with focus on small landholders, women and youth along the tomato value chain.

Project	: Green Innovation Centre (GIC) for the Agriculture and Food Sector, India
Project Area	: Chittoor district (V.Kota, Ramasamudram, Madanapalli, Gangavaram / Palamaner and B. Kothakota Mandals) Anantapuram district (Tanakallu Mandal)
Job Location	: Hyderabad
Reporting to	: Project Director, GIC Project and Executive Director
Salary	: Competitive salary package based on qualification and experience
Closing Date	: 10 October 2016

Overall Purpose of the Job: Plan and coordinate with the GIC team for organizing capacity building events, preparation and publication of communication materials, and documentation of periodical reports, case studies and learning from the project

Tasks and Responsibilities:

- Plan and design strategies and interventions for the effective implementation of GIC project
- Prepare reporting and monitoring formats for the project
- Coordinate with the GIC team in the field for timely reports on a monthly basis
- Prepare monthly, quarterly and annual progress reports
- Prepare reports as per donor requirements /periodical requests
- Plan and prepare IEC and training materials in a participatory manner
- 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
- Track the budget utilization of the project on a monthly basis and report in monthly meetings for taking decisions and corrections if any
- Maintain and update office files with necessary information and reports
- Maintain hard and soft copies of the reports, minutes etc in a systematic manner
- Organise 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
- Ensure that articles are written every month for Mahila Sadhikaratha
- Coordinate and ensure convergence with different government departments and functionaries
- Organise advocacy events for dialogue and policy influencing to strengthen FPOs in a sustainable manner
- Seek funding support from local donors and various government departments
- 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

- Post graduation in Agriculture / agricultural economics/ Agri business /Rural Management or related fields
- Relevant experience of minimum 5 years with the reputed NGOs or government
- Excellent oral and written communication skills in English and Telugu
- Good computer skills & knowledge
- Ability to foster a cooperative work environment
- Demonstrated leadership and teamwork skills
- Demonstrated expertise in Value Chain Development, Climate Resilient Agriculture, Extension and Advisory services, farm based enterprises etc

Skills & Key Competencies

- Planning, organizing and Prioritizing
- Problem assessment and solving
- Information gathering and monitoring
- Flexibility & Adaptability
- Strong interpersonal and communication skills and the ability to work effectively in a team
- Demonstrated ability to maintain confidentiality

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.