

**Mahila Abhivruddhi Society (MAS)
(formerly APMAS)**

Position: Capacity Building Manager (CBM)

Organisation : Mahila Abhivruddhi Society (MAS), Hyderabad
Position : Capacity Building Manager (CBM)
Reporting to : Director, Bihar
Location : Bihar
Closing Date : 30 September 2015
Salary : Competitive salary package based on qualification and experience
Website : www.apmas.org; www.sadhikaratha.org

Background : Mahila Abhivruddhi Society (formerly APMAS) is a national level resource organization working for the advancement of people's institutions such as Self-help Groups, Cooperatives, Farmers Groups and other forms of Community Based Organisations, who believe in and respect the spirit of self-help, principles of cooperation as guiding principles for sustainable development.

Job Purpose : **CBM** supports the organization in planning, assessing, implementing the capacity building strategies, developing materials, conducting training and establishing effective systems for strengthening peoples initiatives (SHGs, Cooperatives, Farmers Produce Organizations etc.,) by coordinating with the state teams.

Recurring Tasks:

- Develop & execute capacity building strategies for strengthening people's institutions
- Develop, establish systems & social capital within the people's institutions
- Develop human resources through Institutional Building, community based Micro Finance and Livelihood Promotion
- Coordinate and support in piloting concepts
- Develop and disseminate IEC materials
- Conduct National, Regional, State Level Capacity Building Events
- Conduct National Level Flagship programmes and courses
- Design and conduct customized training programmes and Training of Trainer for promoting institutions
- Support in Research Studies, Evaluations, base lines, impact assessments etc.,
- Provide consultancy services to other institutions
- Establish professional and functional relationship with key stakeholders and players
- Participate in policy designing, program monitoring and evaluation
- Maintain documentation and systematic reporting from time to time

Major tasks / responsibilities based on the Organization Needs

Coordinate with the state teams and SHPIs:

- Coordinate with the CB team in Head Office/ Regional Office to establish and institutionalize the project monitoring and review systems to achieve the project goals

- Coordinate with the state teams to prepare strategic plans for implementation of the project in consultation with all the key stakeholders
- Support state team & SHPIs in implementation of the projects
- Support state team and SHPIs in identifying, developing resource pool
- Support SHPIs in developing Institutional Capacity Building, community based Microfinance and livelihood strategies
- Support SHPIs in improving the Governance, Systems, Financial Management of the SHGs and their federations and other forms of member-owned institutions
- Evolve strategy and institutionalize systems in ensuring quality control

Develop materials and conduct trainings:

- Prepare capacity building plans for catering to the needs of key stakeholders
- Develop training modules, self learning materials and aids
- Develop data base of potential resource persons and resource institutions
- Develop resource pool at SHPI level and Community level
- Coordinate & conduct trainings for various stakeholders in the sector
- Build the mechanisms for Planning, Evaluation, Monitoring
- Record and document the Training Process

Coordinate/ Facilitate the Training:

- Coordinate with Government and funding agencies, Banks, NGOs and People's Organization for mobilizing participants
- Coordinate with the Co-trainers (Facilitators), Resource Persons and Staff

Liaison and networking:

- With Govt. departments, Organizations working for the SHG movement and promotion of their livelihoods
- With key stakeholders for achieving synergy among implementing partners

Planning & reporting

- Support team leader and team members in preparation of business plans and developing annual plans and budgets to achieve the goals
- Prepare and submit quality reports to the team leader (monthly, quarterly and annual) and collaborators

Documentation:

- Document case studies on best practices
- Undertake process documentation

Qualifications and Experience:

- Masters degree in Management, Rural development or in any other social science
- Knowledge on financial ratios and MIS system
- 5 to 8 years experience in SHG sector and community based Micro Finance
- 2 to 3 years experience in managerial position
- Sound knowledge on promotion and strengthening of SHGs and SHG Federations

Skills and Competencies:

- Motivation and commitment for ensuring Women Empowerment
- Interpersonal, Team work and communication skills
- Excellent written and oral language skills (Telugu, Hindi and English)
- Participatory training skills
- Supervision and Monitoring skills
- Computer skills

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