

**Mahila Abhivruddhi Society (APMAS)**  
**Job Description for the position: Mentor**

**Location:** Chandrugonda, Bhadradi Kothagudem, Telangana

**About APMAS:**

APMAS is a society dedicated to empowering women and improving the well-being of communities through enterprise development.

**About the Role:**

We are seeking a passionate and experienced Mentor / Project Officer to play a key role in supporting our mission. You will be responsible for promoting entrepreneurship at the block level, strengthening institutions, and building the capacity of local communities.

**Key Responsibilities:**

**1. Block Resource Centre (BRC) Development:**

- Ensure the financial sustainability of the BRC by promoting non-farm enterprises.
- Facilitate the establishment of the BRC and a community cadre of Community Resource Persons for Enterprise Promotion (CRP-EPs).
- Promote and support the development of various micro-enterprises within the designated block.
- Review and monitor the work of CRP-EPs, including appraising their business plans.
- Document and maintain all BRC-related information on entrepreneurship development.

**2. Community Resource Person (CRP-EP) Capacity Building:**

- Design and deliver capacity-building training programs on entrepreneurship for CRP-EPs.
- Mentor CRP-EPs to equip them to support and guide new entrepreneurs.
- Assist CRP-EPs in identifying business opportunities, scaling existing businesses, and developing sound business plans.
- Facilitate linkages between potential financial institutions and entrepreneurs through the BRC.
- Monitor and evaluate the performance of CRP-EPs and provide them with ongoing support.

**3. Training and Capacity Building:**

- Develop and deliver training programs on leadership, community development, business management, and other relevant topics for various stakeholders, including CRP-EPs, community-based organizations, DRDA staff, BRC office bearers, and entrepreneurs.
- Organize exposure visits for trainees to gain practical learning experiences.
- Facilitate the participation of relevant training organizations in field-based activities.

**4. Monitoring, Evaluation, and Learning (MEL):**

- Develop a performance evaluation framework using key performance indicators (KPIs) to track project progress.
- Monitor the monthly work of project staff through BRC meetings and Mandal staff reviews.
- Maintain accurate Management Information System (MIS) data and share it with APMAS headquarters, SERP, DRDA, and other relevant stakeholders.

**Qualifications and Competencies:**

- Master's degree in Rural Development, Development Studies, Social Work, or a related field.
- **2-5 years of working experience in enterprise promotion, market & financial linkages, and convergence with the Government Schemes, in the development sector, preferably with a focus on livelihood enhancement and institution building.**
- Strong knowledge and practice of participatory training methodologies, action research, and workshop facilitation. Excellent teamwork, leadership, and communication skills.
- Experience in strategic planning, financial and resource management, budgeting, and business plan development.
- Commitment to quality, transparency, and ethical practices.
- Strong documentation, reporting, and computer literacy skills.

**How to Apply:**

Interested candidates can apply online by clicking on <http://apmas.in/apmas/hr> on or before August 31, 2024. Women candidates are encouraged to apply. Salary is negotiable based on experience. For more information, please visit our website: [www.apmas.org](http://www.apmas.org)