



National Rural Livelihood Promotion Society
National Rural Livelihoods Mission
Ministry of Rural Development
7th Floor, NDCC-II, Jai Singh Road, New Delhi-01

Terms of Reference for the post of National Mission Manager- Finance Management for DAY National Rural Livelihood Promotion Society

The Government of India has launched DAY-National Rural Livelihoods Mission (DAY-NRLM) under the Ministry of Rural Development (MoRD). The mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase household income through sustainable livelihoods and improved access to financial and public services. To implement the mission, GoI has constituted National Rural Livelihood Promotion Society (NRLPS) to provide Technical Assistance to all states. A multidisciplinary professional team, has been constituted in NRLPS. This team consists of senior professionals, experienced consultants and young professionals among others. The details about mission and its structure can be seen at <https://aajeevika.gov.in/work-structure/support-units>.

One of the mandates of Mission is to have strong and robust Financial Management, thus an application for Expert/Professional for the post of National Mission Manager-Financial Management is hereby invited. The expert is to be based in Delhi.

L1- Minimum Rs. 1,20,000/- to 195,467/- per month plus travel related reimbursable as per NRLPS norms

Educational qualifications and desired skillset required are provided below:

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Position/ Level	Educational qualification required	Key competences required
National Mission Manager - Finance Management Level 1	Must be a qualified Chartered Accountant or ICWA or Post Graduate in Commerce, Financial Management, Financial Control, MBA or equivalent. Candidate with post graduate degree in other disciplines with proven track record in Financial Management shall also be considered.	15 Years of which s/he should have at least 4 years' experience at the management level and 5 years' experience in development projects and should have knowledge and exposure to rural development projects/ large poverty reduction projects. Should have knowledge of World Bank and GFR rules related to project finance management. Should have experience of coordination and dealing with CAG Audits. Should have proven track record in managing the finance, accounting, budgeting, reporting/tracking, completion of statutory and internal audit and other key finance functions of large government funded project or a large organization with multi location operations.



		<p>Should have sound knowledge in the legal compliance applicable to Government funded societies, Income Tax, Goods and Service Tax and other tax obligation.</p> <p>Should have proven track record in institution of Financial Management Systems in general and institutions of online/web based financial reporting systems in particular.</p> <p>Experience of Internal Audits and reviews of Grantee Organizations/SRLMS</p> <p>Experience of implementing electronic based fund management & accounting application (PFMS, ERP) solutions would be added qualification.</p> <p>Should have proven track record of aiding the development of need based financial software/modules for better financial reporting.</p> <p>Should have proven track record in conducting capacity building programs to FM teams.</p>
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Job Description

- Be part of Financial Management team of NMMU and support (Director) in carrying out Financial Management activities assigned to NRLPS.
- Assist in information of Financial proposal including preparation of draft, EFC/SFC, memo, Cabinet Notes, Preparation of Agenda Notes, on Financial issues for EC and GB of NRLPS
- Work closely with SRLMs and assist them in developing Financial and Accounts Management Systems.
- Assisting team lead in appraisal and regular review of Financial Management part of AAP submitted by the states.
- Providing Technical assistance to various SRLM including Capacity Building for strengthening Financial Management system.
- Development of Software Fund Management cum Accounting Solution with NIC.
- Maintain book of Account of the NRLPS for Statutory Auditors and C&AG Team
- Develop Knowledge product and institutionalize learning forum to support SRLM in strengthening Financial Management strategies.
- Assist in information of Financial proposal including preparation of draft, EFC/SFC, memo, preparation of IUFR for externally aided project.



- Anchoring Finance review meeting of the Ministry with all SRLM's and provide guidance and clarification on the issues and problems raised by SRLMs during review meeting.
- Preparation of Financial statements of NRLPS and finalize the Audit report. Ensuring smooth compilation of C&AG Audit of NRLPS and SLACC project.
- Other tasks as & when assigned by the Mission Director- NRLPS

Please note the Professionals hired by National Rural Livelihood Mission would be through Human Resource Management Agency. Based on performance and requirement of NRLPS, the tenure of the position may further be extended. Interested candidates, who are meeting the desired qualification and skillset, may please apply by sending filled application in the prescribed format along with an updated CV. The applications should be emailed to nrlm.advt@gmail.com. The last date of submission of filled application along with the CVs is 10th May, 2023, 1700 hrs. (IST).

Please note that the application submitted without information in the prescribed format will not be considered.



Application form
National Rural Livelihood Mission

Position Applied For: _____

1. Name : _____
2. Father's Name: _____
3. Date Of Birth: _____
4. Permanent Address: _____
5. Address For Correspondence: _____
6. E-Mail : _____
7. Tel/Mobile No. : _____
8. Educational Qualification:

Degree/Diploma Certificate	Year	College/Institute	Board/University/Institution	Subjects	Division/Marks

9. Experience:

S.No	Name Of Organization	Designation	Tenure in months	Responsibility/Assignment	Achievements
Total Experience in years					

10. Language

Language	Read	Write	Understand

11. Computer Proficiency:

12. Any Other Relevant Information that Applicant may like to add :

13. References :

Name	Address
	Tel No/Mobile: E-Mail Address:
	Tel No/Mobile: E-Mail Address:

Date:

Name:

Place:

Signature:

