

## CLIENT REQUIREMENTS FORM



<b>Position Title:</b>	District Coordinator- Decentralized District Planning		<b>Location(s):</b>	Jamshedpur
No. of vacancies:	<b>one</b>		<b>ACTC range:</b>	• Professional fees Rs 25000 CTC + Travel & DSA + Communication cost (as per norms)
Reporting to:	District Planning Officer		<b>Exp range:</b>	At least four years experience in village planning, Govt. State/District Planning process
Specifications:	Age range:	No bar		
	<b>Qualification:</b>	MSW / MBA / PG in social sciences from reputed institutions	<b>Preferred:</b>	Experiences in District Planning Processes of Govt.; Well versed with PRA techniques. Fluency in written and spoken English and Hindi is essential. Computer knowledge and skill on analysis of data is compulsory. Basic knowledge on finance will be an added advantages.
<b>Candidate Profile</b>				
<b>Job Description/Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Provide support to the "District Planning and Monitoring Unit" for entire preparation of decentralized Block and District plan.</li> <li>2. Establish liaisoning, networking and coordination mechanism within various departments and stakeholders for better Programme planning and implementation.</li> <li>3. Facilitate policy framework to develop capacity of officials and PRIs on District Planning, Monitoring &amp; Evaluation.</li> <li>4. Ensuring that District Administration's capacities and coordination mechanisms is strengthened leading to design and implementation of inclusive, need-based district development plan</li> <li>5. Develop replicable approaches to participatory and inclusive planning and monitoring integrated in district planning process</li> <li>6. Provide periodic feedback to the District Level Task Force and other District level institutions for refining guidelines, schemes, and training programmes on decentralized district planning.</li> <li>7. Making the assessment of the flagship programmes from physical and financial point of view and suggest for its improvement</li> <li>8. Taking overall lead in preparing the decentralized district plan of the district.</li> <li>9. Assist DPO to build a pool of resources (from the district administration), who would act as resource person for the decentralized district planning, and Social Audit.</li> <li>10. Visit the fields and interact with the BDOs and other Block level officials on decentralized planning in the district.</li> <li>11. Any other responsibilities as and when will be asked by the District Planning Officer</li> </ol>			

**Submission of latest CV in Email Id - ashish.kumar@mafoi.com by 20th April 2010**