

## Job Description of General Managers

### 1. HR & Admin

<b>Designation</b>	GENERAL MANAGER
<b>Level</b>	TOP MANAGEMENT
<b>Vertical</b>	HUMAN RESOURCE & ADMIN
<b>Administrative &amp; Functional Reporting to</b>	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
<b>Position</b>	01
<b>Place of Posting</b>	Head Office, GLPC Ltd.
<b>Qualification</b>	Post Graduate degree/2 year PG Diploma in HR, Social Work from a Nationally Reputed Institute
<b>Experience</b>	10 Years and above
<b>Other Requirements</b>	Strong Communication and Documentation skills in English Knowledge of Hindi and Gujarati will be preferred Experience in Govt. Sector (PSU), Social Sector will be preferred
<b>Age Limit</b>	Max 45 years, relaxable by 5 years for Reserved Candidate
<b>Compensation</b>	Upto Rs 60000/per month (commensurate with experience and Company's Policies)

General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager, District Livelihood Managers, State Assistant Project Manager, Taluka Staff etc

### **Broad Area of Work**

### **HR Activities**

- **Recruitment:** Recruitment for positions at State, District, Bloc and Cluster through an external Recruitment Agency
- **Job Descriptions and Job Specifications:** Designing Job Descriptions across all levels and for all Verticals for PMS, TNA & CB Needs
- **Induction and Orientation**
- **Govt. Procedure Training: Knowledge about** Govt. Systems, procedures and protocols.
- **Skill Gap Analysis:** Carry out skill Gap Analysis by development of Skill Mapping format for identifying next phase of training needs.
- **Capacity Building:** Develop Training Plan and Training Calendar for the employees based on Skill Map Analysis for the phase wise development of Training Modules and continuous process of Capacity Building.
- **Annual Performance Appraisal:** Design and Develop formats for Annual Performance Appraisal for the GLPC employees.
- **Policies:** Policies related to Compensation, Transfer, Promotion, Interns, Short Term Consultants, Grievance Redressal and Exit
- **Development of HR Policy & Manuals:** Development of a uniform and comprehensive HR Policy by the development of Human Resource, Capacity Building and Performance Appraisal & Incentive Manual
- **Employees Empowerment, Employee Engagement, Employee Retention**
- **Entire HR Generalist Profile**

### **Admin Activities**

- **Administrative Support:** Provision of adequate Human Resource, Office utilities, Logistics arrangements, Facilities maintenance, Tackling all disciplinary issues with suitable action , Conduct of Timely Meetings, Vendor Management, issuing of necessary Orders, Circulars & Notices, Monitoring the work of outsourced staff
- **Record Management:** Maintenance of Company Records (Certificate of Incorporation, MOA, AOA, Share Certificates, Board Meeting Minutes),

chronological records with segregation and grading of top priority correspondences, Classification of Files, Documentation, Archives etc.

- **Liaison and Coordination:** Liaison with Govt. Departments and Ministry for the compilation, circulation and dissemination of required information.

#### **Other Activities as and when required**

- **Statutory Compliances under Companies Act, 1956:** This includes preparation of Agenda for timely conduct of Board Meetings, Audit Committee Meeting, Annual General Meeting of the Shareholders etc. Compilation of Minutes and its circulation for approval and further necessary action
- **Annual Action Plan-** Preparation of Annual Action Plan with Physical & Financial targets specifying tasks, timelines, procedures, budget allocation & outcomes for HR & Admin
- **Tender Documents-** Finalization of tender documents with detailed TOR and scope of work for hiring of organization for services through competitive bidding
- **Legal issues:** Handling legal cases being the Nodal Legal officer
- **RTI:** Handling RTI queries being the PIO (Public Information Officer)
- Any work as and when required

## 2. SM & IB

<b>Designation</b>	GENERAL MANAGER
<b>Level</b>	TOP MANAGEMENT
<b>Vertical</b>	SOCIAL MOBILIZATION & INSTITUTIONAL BUILDING
<b>Administrative &amp; Functional Reporting to</b>	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
<b>Position</b>	01
<b>Place of Posting</b>	Head Office, GLPC Ltd.
<b>Qualification</b>	Post Graduate degree/2 year PG Diploma in Social Work, Social Sciences, NGO Management, Rural Development
<b>Experience</b>	10 Years and above
<b>Other Requirements</b>	Communication and Documentation skills in English Knowledge of Hindi and Gujarati is essential Experience in Govt. Sector (PSU), Social Sector will be preferred
<b>Age Limit</b>	Max 45 years, relaxable by 5 years for Reserved Candidate
<b>Compensation</b>	Upto Rs 60000/per month (commensurate with experience and Company's Policies)

General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager, District Livelihood Managers, State Assistant Project Manager, Taluka Staff etc

### **Broad Area of Work**

- The GM is responsible to design, develop and plan the entire social mobilization thematic area,
- Plan out strategies visualizing sustainable mobilization helpful for the poor in the fighting and creating safety net against poverty

- Plan and develop policies for sustainable institution building helpful for the poor to come out of poverty
- As the leader of the SM & IB Component, the person will directly , lead, manage and guide the GLPC SM & IB team on their day to day results in the short term.
- Liaison with different line departments related to the thematic area
- Create an enabling work environment to maximize intra thematic and cross thematic exchange of ideas, plans and strategies for implementation
- Undertake necessary liaison and coordinate implementation of the project with all key stakeholders (district administration, line department, NGOs, technical agencies, banks, etc.)
- Provide necessary technical and management support to District Mission Management Unit (DMMU) & Block Mission Management Unit (BMMU) and conduct regular review meetings
- Mentoring DMMU & BMMUs staff to ensure effective rollout of Mission activities.
- Any work as and when required

### 3. Gender & Social Inclusion

<b>Designation</b>	GENERAL MANAGER
<b>Level</b>	TOP MANAGEMENT
<b>Vertical</b>	GENDER & SOCIAL INCLUSION
<b>Administrative &amp; Functional Reporting to</b>	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
<b>Position</b>	01
<b>Place of Posting</b>	Head Office, GLPC Ltd.
<b>Qualification</b>	Post Graduate degree/2 year PG Diploma in Social Work, Sociology, Social Sciences, NGO Management, Rural Development
<b>Experience</b>	10 Years and above
<b>Other Requirements</b>	Communication and Documentation skills in English Knowledge of Hindi and Gujarati is essential Experience in Govt. Sector (PSU), Social Sector will be preferred
<b>Age Limit</b>	Max 45 years, relaxable by 5 years for Reserved Candidate
<b>Compensation</b>	Upto Rs 60000/per month (commensurate with experience and Company's Policies)

General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager, District Livelihood Managers, State Assistant Project Manager, Taluka Staff etc

#### **Broad Area of Work**

- The GM is responsible to design, develop and plan programmes for the inclusion of women and Socially Deprived segments/persons of the society into main stream of development.

- Identification of exclusion errors in institution building and plan out strategies for inclusion of socially, culturally and economically deprived segments into the fold of institutions of the poor
- Plan and develop policies for the benefit of Gender and Socially Deprived Segments/persons of the society
- Lead, motivate and guide the team for implementing successful strategies
- Liaison with various departments/NGOs/CSRs Civil Society Organizations for the development
- Create an enabling work environment to maximize intra thematic and cross thematic exchange of ideas, plans and strategies for implementation
- Undertake necessary liaison and coordinate implementation of the project with all key stakeholders (district administration, line department, NGOs, technical agencies, banks, etc.)
- Provide necessary technical and management support to District Mission Management Unit (DMMU) & Block Mission Management Unit (BMMU) and conduct regular review meetings
- Mentoring DMMU & BMMUs staff to ensure effective rollout of Mission activities.
- Any work as and when required

#### 4. Microfinance & Financial Inclusion

<b>Designation</b>	GENERAL MANAGER
<b>Level</b>	TOP MANAGEMENT
<b>Vertical</b>	MICROFINANCE & FINANCIAL INCLUSION
<b>Administrative &amp; Functional Reporting to</b>	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
<b>Position</b>	01
<b>Place of Posting</b>	Head Office, GLPC Ltd.
<b>Qualification</b>	MBA/PGDM(2 years)- Finance, Banking & Finance
<b>Experience</b>	10 Years and above
<b>Other Requirements</b>	Communication and Documentation skills in English Knowledge of Hindi and Gujarati is preferred Experience in Govt. Sector (PSU), Social Sector will be preferred
<b>Age Limit</b>	Max 45 years, relaxable by 5 years for Reserved Candidate
<b>Compensation</b>	Upto Rs 60000/per month (commensurate with experience and Company's Policies)

General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager (MF&FI), District Livelihood Managers, State Assistant Project Manager (MF&FI), District Assistant Project Manager (MF&FI), Advisors, Consultants, Retired Bankers.

#### **Broad Area of Work**

- Implementation of the MOU signed between GLPC and (State Level Banking Committee) SLBC on credit linkage of Sakhi-Mandalas/SHGs
- Developing the Institutional framework for linking of all eligible SHGs/Sakhi Mandals with Bank Finance
- Coordination with SLBC/NABARD/RBI/Banks and other concerned agencies.



- Review/Updation of Guideline on grading and credit linkage of SHGs by Banks as and when felt necessary.
- Review/Updation of Guideline on Interest Subsidy Scheme for Women SHGs as and when felt necessary.
- Developing and Implementing the Institutional framework for Issue of Artisan Credit Card and other Credit Cards for the targeted Clientele such as Kishan Credit Cards etc. within the framework of the policy of the company.
- Coordinating with all the other concerned verticals of the company in which Institutional Finance is involved for the implementation of Livelihood Programmes.
- Representing GLPC in various meetings/Forums as and when necessary.
- Follow up, Monitoring and review of the progress on credit Linkages under the various programmes of NRLM.
- Attending to the Correspondence emanating from various departments/agencies/organizations on a day to day basis.
- Provide Input in formulation of policies of the company in specific area of vertical.
- Assist in Business promotion plan of the Company.
- Develop network of and partnership with similar Institutions and financial Institutions/donor agencies.
- Build partnership and linkages with private sector, civil society organizations, banks and other stakeholders as per the requirement of the vertical.
- Oversee and supervise the progress in activities of these projects, ensure performance of the team with assistance of Project Manager and Assistant Project Manager.
- Attending to the matters of Regional Rural banks.
- Report as and when required to the Board of Directors.
- Any other duties as assigned by the managing Director GLPC from time to time.
- Financial Inclusion

- Fulfil requirements of NRLM Delhi team
- SHG mapping in online system for easy process of bank loan
- Any work as and when required

## 5. Jobs/ Skill Training & Placement

<b>Designation</b>	GENERAL MANAGER
<b>Level</b>	TOP MANAGEMENT
<b>Vertical</b>	JOBS/ SKILL TRAINING & PLACEMENT
<b>Administrative &amp; Functional Reporting to</b>	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
<b>Position</b>	01
<b>Place of Posting</b>	Head Office, GLPC Ltd.
<b>Qualification</b>	Post Graduate degree/Diploma (2 Years) in Social Work, Rural Management, Business Administration, Social Sciences, Humanities
<b>Experience</b>	10 Years and above
<b>Other Requirements</b>	Communication and Documentation skills in English Knowledge of Hindi and Gujarati is preferred Experience in Govt. Sector (PSU), Social Sector will be preferred
<b>Age Limit</b>	Max 45 years, relaxable by 5 years for Reserved Candidate
<b>Compensation</b>	Upto Rs 60000/per month (commensurate with experience and Company's Policies)

General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager , District Livelihood Managers, State Assistant Project Manager, Taluka Staff, Project Implementing Agencies (PIAs) etc

### **Broad Area of Work**

- Responsible for overall implementation of the Project's Jobs Creation agenda.
- Identifying the Jobs sectors to operate and ensuring linkages with private sector partners.

- Monitoring, maintenance & updating of Jobs database.
- Periodical performance and trend analysis of project implementation
- Ensuring that proper audit and monitoring mechanisms are followed.
- Preparation of programme budget plan in consultation with Mission Director as per project targets.
- Formulation & guidance of district wise Jobs project strategy.
- Convergence with other Govt. Departments to facilitate state target.
- Pilot New Initiatives in the Skills sectors for future expansion
- Identify appropriate partners, training institutions, syllabi and delivery mechanism for identified sectors.
- Any other task as and when required

## 6. Agriculture & Horticulture

<b>Designation</b>	GENERAL MANAGER
<b>Level</b>	TOP MANAGEMENT
<b>Vertical</b>	AGRICULTURE & HORTICULTURE
<b>Administrative &amp; Functional Reporting to</b>	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
<b>Position</b>	01
<b>Place of Posting</b>	Head Office, GLPC Ltd.
<b>Qualification</b>	Post-Graduate in Management/Agriculture/Agri-Business Management with suitable experience of agriculture based livelihood projects/programs Knowledge of horticulture based livelihood projects/programs
<b>Experience</b>	10 Years and above
<b>Other Requirements</b>	Communication and Documentation skills in English Knowledge of Hindi and Gujarati is preferred Experience in Govt. Sector (PSU), Social Sector will be preferred
<b>Age Limit</b>	Max 45 years, relaxable by 5 years for Reserved Candidate
<b>Compensation</b>	Upto Rs 60000/per month (commensurate with experience and Company's Policies)

General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager, District Livelihood Managers, State Assistant Project Manager, Taluka Staff etc

### Broad Area of Work

- Providing inputs in formulation of policies of the company in specific thematic area/vertical.

- Develop network of and partnership with similar institutions and financial institutions for implementation of policies.
- Portfolio management of subsectors and quality management of the work.
- Managing entire pool of vertical Team – State Project Manager & APM, District APMs & Block level Domain Experts
- Conceptualize and develop livelihood generation strategies with plans for fund mobilization and road maps for implementation
- Executing the strategies and project by focused pilots and surveys in initial phase of the project.
- Monitor the affectivity of the policies and projects.
- Clearing doubts regarding new concepts and policies and smoothening the understanding of the team.
- Ensuring the market linkage for the vertical's projects on case to case basis.
- By actively participating in initial phase/pilots of the project to provide hands on support to implementation team
- Determine the frequency and content of status report from project team; analyze results and troubleshooting the problem area.
- Coach, Mentor, Motivate and supervise project team members and influence them to take positive action and accountability for their assigned work.
- Oversee and supervise the progress and activities of projects, ensure performance of project team.
- Assigning the job responsibilities to project team and ensuring the execution of the team.
- Determining the success parameters and supervise the team to achieve it.
- Manage cost and effectiveness on expenditure incurred in the operational area.

- Assist in livelihood promotion and other plans of the company,
- Help building partnership and linkages with private sector, civil society organizations, banks and other stake holders as per the requirement of the vertical.
- Work in close coordination with concerned Project Manager and other sector experts.
- Arranging for recruitment of new people for project specific purpose.
- Bring in team spirit among members
- Any other task as and when required

## 7. Cottage Industry & Service Sector

<b>Designation</b>	GENERAL MANAGER
<b>Level</b>	TOP MANAGEMENT
<b>Vertical</b>	COTTAGE INDUSTRY & SERVICE SECTORS
<b>Administrative &amp; Functional Reporting to</b>	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
<b>Position</b>	01
<b>Place of Posting</b>	Head Office, GLPC Ltd.
<b>Qualification</b>	MBA/PGDM/PGDBM- Marketing , Business Management, Rural Management
<b>Experience</b>	10 Years and above
<b>Other Requirements</b>	Communication and Documentation skills in English Knowledge of Hindi and Gujarati is preferred Experience in Govt. Sector (PSU), Social Sector will be preferred
<b>Age Limit</b>	Max 45 years, relaxable by 5 years for Reserved Candidate
<b>Compensation</b>	Upto Rs 60000/per month (commensurate with experience and Company's Policies)

General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager, District Livelihood Managers, State Assistant Project Manager, Taluka Staff, MOU Partners etc

### **Broad Area of Work**

- Meet and exceed targets in creating sustainable livelihoods by Planning, Organizing and Managing and Executing projects including Financial Management.
- Manage, enhance and build effective relationships with existing and new partner organizations



- He / she will manage and be responsible for a cross-section of MoUs in the region.
- Additionally the individual will be responsible for positively influencing partner organizations and defusing potential problems, anticipating their needs and identify jointly any appropriate alternatives and solutions as required
- The individual shall work with a cross functional teams from other verticals and possible engagement of other resources within and outside of GLPC
- This individual will be required to acquire and maintain good working knowledge of relevant government's policies, schemes and guidelines
- A high level of technical knowledge of project management concepts and project evaluation from financial and functional aspects will be required
- Ability to work with other government line departments to leverage upon the synergies involved
- Conduct Project Review Meetings with District & Taluka teams
- Project allocation to Districts
- Exploring and executing synergies between various MoUs/Projects
- Find new innovative livelihoods projects with substantial impact & Improvements in on-going projects
- To take all the necessary actions as and when required by any Senior or authority like Managing Director, Jt. Managing Director of the company and complete the task assigned to them in the stipulated time.
- Identify new forward & backward linkages between the poor and Corporations engaged in Organized Retail, Exports, Business-To-Business and Business-To-Government sectors.
- Analysis partner organizations' business objectives by asking probing questions that are relevant to the partner organizations in order to collect information from them, which enables the GLPC team to be more effective and responsive to partner organization's needs.
- Identifies areas of risk/opportunities and influences and implements continuous improvements.

## 8. MIS & IT

<b>Designation</b>	GENERAL MANAGER
<b>Level</b>	TOP MANAGEMENT
<b>Vertical</b>	MIS & IT
<b>Administrative &amp; Functional Reporting to</b>	MANAGING DIRECTOR, Jt. MANAGING DIRECTOR
<b>Position</b>	01
<b>Place of Posting</b>	Head Office, GLPC Ltd.
<b>Qualification</b>	B.E/B.Tech/MCA/M.Sc. IT or Computer Science/ MBA (Systems or IT) or Equivalent (2 years recognized PG Qualification)
<b>Experience</b>	10 Years and above
<b>Other Requirements</b>	Communication and Documentation skills in English Knowledge of Hindi and Gujarati is preferred Experience in Govt. Sector (PSU), Social Sector will be preferred
<b>Age Limit</b>	Max 45 years, relaxable by 5 years for Reserved Candidate
<b>Compensation</b>	Upto Rs 60000/per month (commensurate with experience and Company's Policies)

General Manager will be responsible to provide directions, guidance and support to a team consisting of State Project Manager, District Livelihood Managers, State Assistant Project Manager, Taluka Staff etc

### **Broad Area of Work**

- General Manager – IT & MIS will provide technology vision and leadership in the development and implementation of the enterprise-wide information technology (IT) program of the company.

- Responsible for all aspects of information technology management and control, including supervision of information technology staff; budget preparation and management; recommendations for technical upgrades.
- Develops IT management policies according to defined Government standards and monitors overall adherence.
- Develops and maintains company IT security and recovery policies and standards aimed at maximizing effectiveness and minimizing costs related to the acquisition, implementation and operation of IT systems
- Provide strategic and tactical planning, development, evaluation, and coordination of the information and technology systems of the company.
- Oversees the computer operations of the company's **Management Information System**, including local area networks and wide-area networks.
- Oversee and supervise the progress in activities of the IT projects at All levels, ensure performance of the team with assistance of Project Manager
- Oversee and management of multiple information and communications systems and projects, including voice, data, imaging, and office automation.
- Oversees and evaluates system security and back up procedures.
- Overall co-ordination for development of all enterprise level software and hardware including website.
- Supervise Project Manager and Other IT Staff.
- Approves, coordinates and controls all projects related to IT and selection, acquisition, development and installation of major information systems for the company.
- Reviews all hardware and software acquisition and maintenance contracts, soliciting involvement and participation of other management team members as appropriate.
- Develops, when possible, master purchase or lease agreements for hardware, software, maintenance and telecommunication services.
- Develops and monitors the approved annual operating and capital budgets for information and technology systems.

- Maintains knowledge of current technology, equipment, prices and terms of agreements to minimize the investment required to meet established service levels. Evaluates alternatives, performs appropriate cost benefit analysis, and recommends solutions that maximize effectiveness and minimize costs commensurate with acceptable risks
- Develops and maintains the Systems Architecture, defining standards and protocols for data exchange, communications, software and interconnection of network system
- Conceptualize innovative ICT based projects for projects for effective service delivery
- Ensure rollout of E-NRLM in the state
- Any other tasks as and when assigned