



**THE WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION Ltd.**  
Juripar, RK Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

**JOB INFORMATION:**

<b>Position</b>	Executive (Procurement & Input) for Village Based Milk Procurement system
<b>Qualification</b>	PGDM– Rural Management/ PGD– Development Management/ MBA (Rural Management)/ MSW from a recognized institute/University.
<b>Experience</b>	Minimum 2 years of working experience preferably in rural/livelihood sector with an NGO/ Village based Institution. Experience in village-based extension activities along with good communication and presentation skills will be an added advantage.
<b>Number of positions</b>	01 (on contract, initially for a period of 2 years)
<b>Location</b>	WAMUL's area of operation

**AGE: NOT ABOVE 33 YEARS AS ON 1st January 2022. However, relaxation upto 2 years may be given in case of extraordinary/ outstanding candidates.**

**SALARY:** CTC Rs.6.6 lakhs per annum including P.F & other Contributions.

**MAIN RESPONSIBILITIES:**

Executive (Procurement & Input) for “Village Based Milk Procurement System” will be responsible for-

- a) Primarily responsible to meet the procurement/PDCS/Members targets as planned for the area of operation of WAMUL.
- b) Conducting training programme awareness camps at village for increasing women participation in dairying.
- c) Maintenance of milk routes, guiding the supervisor's activities and its monitoring.
- d) Ensuring that proper weighing, testing and chilling activities are carried out at all the BMC centers of WAMUL. Proper record maintenance at all the BMC centers of WAMUL.
- e) Ensuring quality of the collected and supplied milk from the procurement area of WAMUL.
- f) Monitoring the collection and testing activities at all the BMC center and supervising the BMC staffs.
- g) Attending milk collection on regular basis at PDCS/DCS level and resolving farmer's grievances.
- h) Ensuring that the daily milk collection data is received by the billing section at head office for timely preparation of milk bill.
- i) Organizing village level awareness programmes with the dairy farmers regarding the benefits of an organized milk collection system.
- j) Preparation of training calendar for the milk producers, Milk procurement officers, Milk Procurement Field Supervisors and sharing the same with ERDTC, Siliguri and NDDDB, Anand for booking the training slot.
- k) Budget calculation for the training and extension materials.
- l) Preparation of extension material in local language.
- m) Coordinating with field supervisors for conducting various training programmes at village level.
- n) Arranging farmer's meet, animal health camp and other services with the help of Manager/Dy. Manager procurement.
- o) Identification and appointment of DCS / PDCS secretary, Local Resource Persons (LRPs) and other village functionaries as and when need arises.

**JOB SPECIFICATIONS:**

<b>Skills/ Attributes: Technical</b>	Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications.
<b>Skills/ Attributes: Managerial</b>	a) Experience of providing capacity building for village based institution and dairy farmers. Should be a good motivator with exceptional communication skills. b) Ability to work effectively in teams as well as independently; c) Should have experience of working in rural environment and Ability to travel extensively. d) Fluency in Assamese, Hindi and English.