



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

JOB INFORMATION:

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

SALARY: Approximately Rs. 5.5 lakhs per annum (Negotiable and commensurate with experience, qualification and pay package of last assignment)

AGE: Age should not be more than 35 years as on 1st January, 2021. However, relaxation upto 5 years may be given in case of extraordinary/ outstanding candidates.

MAIN PURPOSE: (captures essence of the job in brief)

Executive(P&I) will be primarily responsible to meet the procurement/DCS/PDCS/Members targets as planned for the area of operation of WAMUL, encourage more female participation in dairying. The Executive (P & I) will be an important link between the Milk producers and WAMUL and promotion of the organizational activities.

MAIN RESPONSIBILITIES:

- a) Primarily responsible to meet the procurement/DCS/PDCS/BMC/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 centres of WAMUL. Proper record maintenance at all the BMC centres 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 centres and supervising the BMC staffs.
- g) Attending milk collection on regular basis at DCS/PDCS 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) Organising village level awareness programmes with the dairy farmers regarding the benefits of an organised milk collection system.
- j) Preparation of training calendar for the milk producers, Assistants 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:

Skills/ Attributes: Technical	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.
Skills/ Attributes: Managerial	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.