

## **JOB PROFILE**

### **GM-Coordination and Liaisoning**

Morarka Foundation established in 1993 by Shri Kamal M. Morarka, a leading industrialist of India, in memory of his father Late Shri M.R. Morarka, is a professional service delivery organization offering solutions for sustainable agriculture, including Organic Agriculture. Morarka Foundation receives funding support from its parent company Gannon Dunkerley & Company and other Government Departments, as well as international funding agencies.

#### **1. Description of Project / SBU's Aims, Objectives and Deliverables**

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In order to develop its farmer base, Morarka Foundation partners with various funding agencies to offer the following sets of services:

- Awareness on Organic Agriculture practices & quality management practices
- Enrolment of farmer under Internal Quality Control Systems (IQCS)
- Linkages with organic certification agencies
- Linkages with buyers / traders of Organic Food Produce
- Creating a database of the farmer base to be used as a decision making tool

In order to ensure smooth functioning of existing partnerships and forge new partnerships, Morarka Foundation is seeking to fill the position of GM – Coordination and Liaisoning

#### **2. Summary of Job Profile**

**Job Title:** General Manager – Coordination and Liaisoning (Morarka Foundation)

**Location:** Jaipur

**Job Description:** Formulating projects and obtaining sanctions for generating revenue for developing the farmer base of Morarka Foundation, as a clientele for its products and services

#### **3. Job Description (In details)**

##### **Primary Responsibilities**

- Grant management
- Ensuring smooth flow of information between Morarka Foundation, its associate entities and its partners
- Identifying new avenues for partnerships
- Formulating proposals in consultation with subject / domain experts, ensuring internal review and appraisal of projects prior to submission to potential partners

- Obtaining sanctions
- Ensuring timely submission of reports, utilization certificates and other necessary documents
- Coordinating with Project Delivery Cell to ensure timely disbursement of funds, both inflow and outflow

***Secondary Responsibilities***

- Assisting in documentation of learnings from different projects as case studies and success stories
- Assisting in dissemination of project learnings through different platforms / media

***Key Deliverables***

- Generating grant funds to the tune of Rs.1 billion annually

***Reporting To:*** Executive Director

**4. Pre requisites (In details)**

***Qualification***

- MBA / PGDBM / PGDRM / Masters in Public Relations from reputed management institutions / universities

***Experience / Exposure / Skills***

- 10-12 years of experience in liaising with funding agencies, including government departments, international agencies and corporate investors
- 5-6 years of experience in proposal formulation for setting up small and micro enterprises and socio economic development, with an equal amount of exposure to proposal appraisal
- Excellent abilities in written and verbal communication

**5. Desirable (In details)**

***Experience / Exposure / Skills***

- Familiarity and sound exposure to LogFrame, RBM and other project formulation and monitoring tools
- Sufficient influence with government departments and international funding agencies

**6. Details of CTC:** The compensation will be commensurate with experience, track record and competence of the candidate.

Candidates with lesser experience but exceptional track record would also be considered.

Morarka Foundation is an equal opportunity employer. Qualified women candidates are encouraged to apply.