

JOB PROFILE

Project Manager – DPIP

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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As a leading professional services delivery organization, among the suite of services Morarka Foundation offers one is Morarka-IQCS (internal quality control systems), which assures that farmers / producers enrolling under Morarka-IQCS conform to international organic standards, and other food quality / safety assurance norms and regulations. Morarka Foundation also links its farmers / producers to organic certification agencies as well as organic food buyers. Morarka Foundation is offering these services to strengthen 50 common interest groups in Tonk under DPIP. In order to ensure the achievement of project deliverables, Morarka Foundation is looking for a District Project Coordinator (DPC) to be based in Tonk.

2. Summary of Job Profile:

Job Title: District Project Coordinator, DPIP Tonk (Morarka Foundation)

Location: Tonk

Job Description: Coordinating the fieldwork, database creation, preparation of records, liaising with the District Project Manager's (DPM) Office

3. Job Description (In details)

Primary Responsibilities

- Coordinating the fieldwork for enrolling farmers, awareness generation, input production, filling up of farm diaries, internal audit and providing support for external audit
- Coordinating with knowledge centre of Morarka Foundation to ensure completion of database creation and also its quality
- Preparation of CIG-wise records for submission to DPIIP
- Liaisoning with the DPM's office and CIG for release of funds
- Linking up with Morarka Organic Foods Pvt. Ltd.'s (MOFPL) procurement team for purchase of

Key Deliverables

- On-time completion of fieldwork
- On-time completion of database
- On-time release of funds from CIGs and DPM's office
- On-time submission of reports for onward submission to client

Reporting To: Executive Director

4. Pre requisites (In details)

Qualification

- Post Graduate Diploma in Rural Management / MBA / Post Graduate Diploma in Business Management / Bachelors or Masters in Agribusiness Management

Experience / Exposure / Skills

- 5-6 years of experience in project management, with sufficient exposure to data collection and compilation from a large and spread out project location

5. 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.