



How To Apply:

- Interested Candidate may apply in the prescribed pro forma (Application Form) along with self-attested copies of certificates of essential qualification and experience to the following address through Speed Post/Registered Post:

General Manager (CSR), GMDC Ltd., GMDC-Gramya Vikas Trust (GMDC-GVT), 2nd Floor, “Khanij Bhavan”, 132 Ft Ring Road, Near University Ground, Vastrapur, Ahmedabad 380052.

- Application shall clearly indicate the post applied for on the envelope.
 - Applications received incomplete or after due date will not be entertained.
 - Last date for receipt of application is **04 February 2023**.
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Detailed Job Descriptions:

1.) Project Officer- IT

Purpose of the post

Project Officer (IT), GMDC,GVT shall be recruited at Head Office of GMDC and shall work under the direct supervision and guidance of COO. S/he shall be based at Ahmedabad (state level). He/ She shall be responsible for coordinating and supervising the work related with computer systems/IT and ensuring users get maximum benefits from these facilities in GMDC.

Key Duties and Responsibilities:

- Regular updating of GMDC GVT website for ensuring Transparency and Governance to the related stakeholders
- Handling procurement of IT related work through various means (E-tendering, GeM portal etc.)
- Ensuring the management and maintenance of GIS integration system developed for GMDC Web portal
- Handling CM Dashboard with state portal. Generating MIS reports for different government stakeholders (state and central government) as and when required
- Ensure updating and maintaining of the IT-based MIS portals developed for flagship projects being carried out at the state level
- Coordination and Follow-up with all District GMDC Staff (Field staff0 (Nodal Officer) for the smooth functioning of GMDC Data as and when required and ensure that entered data into the system is correct and updated at the GMDC Website

- Provide training to the different stakeholders (Implementing Agencies etc.) for efficient data collection and usage of the portal.
- Coordinating with the IT vendor (empanelled with the GMDC) for regular updates/ changes/ new functional development at the web portal
- Gathering the GMDC GVT State Nodal Unit requirements on time to time basis and making the feasibility analysis of the requirements (including the project objectives, new innovations, IT framework, man-day requirements, timeline and financial analysis etc.)
- Carry out any other requirements as advised by the GMDC GVT

Skills

- Excellent IT skills
- Strong problem solving and interpersonal skills
- Logical and Reasoning skills
- Attention in details
- Team co-ordination skills
- Administrative capability

Required Educational Qualifications B. Tech./B.E. in IT/ B.C.A. or equivalent and having 2 or more years of experience of the web portal management/ Data Management/ MIS handling of substantial sized programmes.

2.) Project Coordinator (Zonal)

- **Reports to: Program Manager- GMDC GVT** with line reporting to COO GMDC GVT.

Purpose of the post

- Project Coordinator, GMDC Gramya Vikas Trust shall be working at the Zonal level and report to The Program Manager, GMDC GVT time to time. S/he shall be responsible for coordinating and supervising the work related with the smooth functioning of GMDC GVT projects and initiatives. S/he will be based at Zonal office of GMDC.

Key Duties and Responsibilities:

- Co-ordinator, GMDC GVT shall be responsible towards smooth functioning of the projects at multi-district level through following responsibilities.
- S/he shall be a part of the GMDC GVT team and responsible for the overall planning, coordination, implementation, monitoring and evaluation, to ensure timely and effective running of GMDC GVT district project in consultation with the Program Manager, GMDC GVT.
- Should have an understanding of the local situation and accordingly build, understand and manage the project.
- Ensure meeting with the compliances and different guidelines laid down by GMDC GVT rules time to time.
- Monitor projects regularly to ensure that deliverables are achieved with quality and within budget and timelines.
- Develop and build effective communication network and strong professional relationship with local community.
- Develop reporting format, prepare report and submit the detailed report to the management of GMDC GVT on regular basis. Ensures that project funds are utilized in accordance with approved activities and standard financial procedures and informs about it to the concerned officials from time to time.
- Provide detailed updates of progress to the Program Manager, GMDC GVT during monthly review meeting. Planning and conducting capacity building training of staff at field level. Managing matters pertaining to administration and ensure that the routine requirements are adequately fulfilled at different project offices.
- Any other responsibilities as assigned by the line manager.

Required Educational Qualifications

- MBA in Rural Management / PGDRD/PGDRM/ Master of Rural Studies/ MRM/ M.A. in Social Work/ MSW from a reputed institute and recognized university. Diploma / certificate course in computer application would be an added advantage.

Experience

- Minimum 2 or more year's proven relevant professional experience of a large scale government projects would be preferable.
- Knowledge and experience of project development, planning, implementation and monitoring.
- Must have knowledge and understanding of project finance procedures.
- Knowledge and experience of models towards sustainable networking (including participatory methodologies).
- Good command over Gujarati, English and Hindi languages.

Desired Skills

- Excellent communication and presentation skills, sound comprehension, strong analytical, conceptual and strategic thinking skills.
- Willingness to travel extensively, patience and have good sense of humour.
- Ability to analyse and disseminate information effectively.
- Cultural sensitivity and ability to work well with people from diverse backgrounds and cultures.
- Ability to work independently. Should also possess team Leadership skills with Problem solving attitude.
- Focused approach with an ability to take initiatives.
- Ready to perform under pressure situation

3.) Admin Assistant at Zonal Level -GMDC GVT

Purpose of the post

Project Assistant, GMDC, GVT shall be recruited at Field Level of GMDC and shall work under the direct supervision and guidance of COO /Program Manager/A/C Officer/ Management officer and GMDC team from time to time. S/he shall be based at Ahmedabad (state level). He/ She shall be responsible for coordinating the work related to the accounts as well as administrative activities of GMDC- GVT.

Key Duties and Responsibilities:

- Compile and record the Accounts and Project related data which is provided by Project Coordinator/Program officer/IT officer/ A/c Officer.
- Maintain the data related to Income and Expenditure of funds.
- Maintain the necessary books of accounts like cash books, ledger, etc. are prepared on daily basis and regularly compare the same with the bank statement.
- Maintaining a Single entry accounting system
- Prepare Bank reconciliation statement every month.
- Prepare Vouchers and regular payments for bills, fund allocation to the departments and agencies.
- Prepare Payroll and make remittances including salary forwarding
- Maintain various registers like payments and bill register, EMD register, assets register, Inward/outward register, etc.
- Maintain employee files and records to ensure accurate personal information and employment records.
- Understand and Maintain the filing system.
- Database management of Vendors, suppliers, service providers, etc.
- Other tasks/responsibilities given by the higher authority
- Carry out any other requirements as advised by the GMDC GVT

Skills:

- Attention in details
- Administrative capability
- Team coordination skills
- Hard Working and Sincere

Required Educational Qualifications

- M.Com/B.com/ BBA in Finance and having 2 or more years of relevant experience.
- Diploma/certificate course in computer application would be an added advantage.
- Must know Tally ERP system.