



“Fostering climate resilient upland farming systems in the North East (FOCUS)”
SOCIETY FOR CLIMATE RESILIENT AGRICULTURE IN MIZORAM
(A Society registered under Mizoram Society Registration Act, 2005)
MIZORAM: AIZAWL-796001



ToRs of the Staff of District Management Unit (DMU)

Technical Officers at DMU –

(Agriculture/Horticulture/AH & Vety./Land Resources, Soil and Water Conservation)

Salary per month: Rs 40,000

Qualification:

1. Postgraduate/ Bachelor degree in Agriculture/Horticulture/AH & Vety
2. B.E. (Civil Engineering) or B.Sc (Agricultural Engineering) for Land Resources, Soil and Water Conservation

Experience:

2 Years working experienced in Staff at Circle in Agriculture/Horticulture/AH&Vety/Land Resources, Soil and Water Conservation

Location of Job: SCRAM- DMU, Mizoram

Reporting Line: State Project Director (SPD) of FOCUS, SCRAM

Relevant Training: Proficient in computer applications particularly MS Office.

Preferred Skills: Ability to plan technical interventions for community institutions and monitor their progress. Good written and verbal communication skills.

Job Description:

- Develop, review, update, and oversee the implementation of Agriculture/Horticulture/Veterinary/ Soil and Water Conservation related activities proposed in the project and AWPB
- Promoting value chains in Agriculture, Horticulture, Livestock, Fisheries, and Forestry related subsectors and work on the development/ strengthening of value chains as per AWPB
- Promote value chain activities specified in the AWPB on particular sector and subsectors
- Collaborate with Fisheries and Forest Department on fisheries and forestry related activities
- Promote livestock related livelihood activity in collaboration with Animal Husbandry department (Technical Officer – Veterinary)
- Work closely with Deputy Directors - Agriculture, Horticulture, AH & Vety and LR,S&WC to conduct capacity building events and other initiatives proposed in the project
- Link Agriculture-Horticulture value chain products & enterprises to local and regional markets through trade fairs, product promotion events etc. and work in close

coordination with Horticulture department for marketing of the Agri. Horti. Products (Technical Officers – Agriculture/ Horticulture)

- Undertake production and resource planning as per market demands with project stakeholders. Accordingly, production scheduling, adequate and timely input supply plan, quality checks, technology infusion for cultivation, harvesting and storage to be carried out.
- Develop the content & design of technical brochures, handouts, pamphlets & other printing materials in collaboration with institutions like FAO and ICAR
- Provide technical support to the District Level staff working on the same area of specialisation/ Sector/subsector

Collaborative responsibilities: Support Deputy Directors by/in

- Assisting in preparation of AWPB including Procurement Plan, its implementation, monitoring and reporting to IFAD, State Government and other Stakeholders
- Ensuring timely reporting of project activities and support for developing and maintaining the Project MIS
- Providing support for conducting Annual Outcome Surveys, Periodic surveys and Impact evaluations undertaken by the project and use the findings for designing future interventions
- Undertaking analysis of project interventions to identify key learnings and challenges and proactively share with IFAD and other stakeholders through newsletters, publications, website etc. for knowledge sharing
- Aligning project interventions to ensure compliance with the targeting and gender strategy of project
- Participating actively in staff self appraisal exercise undertaken by HR for addressing capacity building needs and career growth aspects

Other responsibilities

- Make regular field visits to support VCs/ FIGs/ SHGs and project staff in preparation of plans, interaction with interested business partners and coordination with concerned stakeholders
- Follow the Code of Conduct including formal dress code to maintain the decorum of the Project
- Prompt response to telephone calls, SMS, e-mails and other communications related to tasks and responsibilities.