

**JEEVIKA**

An Initiative of Government of Bihar for Poverty Alleviation
Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar

(/)



(<http://rdd.bih.nic.in/>)



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BRLPS (/) / About Us / Human Resources / Roles and Responsibility (roles-and-responsibility)

About Us

+

Overview (overview)

Objective (objective)

Design Principles (design-principles)

Executive Committee (executive-committee)

Human Resources

+

Organisation Structure (organisation-structure)

List of Staff (list-of-staff)

Roles and Responsibility (roles-and-responsibility)

Roles and Responsibility

Key Roles and Responsibilities of Positions at SPMU

Mission Director cum Chief Executive Officer

To lead the State Rural Livelihoods Mission's program with support of Project management team at State unit, under the guidance of Executive committee. Planning, execution and monitoring of all programs. Guiding State project team in designing various policy frame work, strategy to ensure rolling out of all organisational policies and systems across the state to deliver quality results.

Additional CEO

To provide support to Mission Director-cum-CEO in the discharge of his responsibilities, monitoring district and block units, efficiency of delivery mechanism and qualitative results.

Chief Finance Officer

Heading the Finance unit of the program with a team of Finance Officer and FMTSC, accountants and other support staff at SPMU responsible for the both fiduciary governance of the Project funds as well as introduction of best business process to ensure timely fund flow to all the units/Offices and the community organizations.

State Project Manager- Core Thematic Unit (Institution Building & Capacity Building, Microfinance, Community Finance, Health & Nutrition, Social Development, Farm, Off Farm, Non-Farm and Jobs)

Designing various policy frameworks related to the concerned thematic area and intertwining/interlinking them with other related thematic programs as per their requirement. Developing business plan, standard business processes, ensuring its monitoring and progress review for need based change and effective roll out of the concerned thematic program in sync with other domain.

State Project Manager- Support Thematic Unit (HRM, Finance, Administration, Communication and Procurement)

Designing and developing policy frameworks, standard business process related to HRM, Finance, Admin, Communication & Procurement to support and coordinate the SPMU core program team in rolling out the thematic program operations effectively and achieving the quality results timely.

Finance Officer

To support CFO in managing, designing and strengthening financial system and fund monitoring system for the both fiduciary governance of the Project funds as well as introduction of best business process and service standard to ensure timely fund flow to all the units/Offices and the community organizations.

Team of Finance Managers

To support all units in the management of finance and Accounts including management audit, audit compliance, financial reporting, best financial management practices etc. One team will handle a cluster of 8-10 districts.

Project Manager (IB, CB, TLC, MF, MI, Com. Accounts, SD, Entitlements, Health & Nutrition, Agri., Mkt. & Innovation, Off Farm, Non- Farm, Jobs, HRD, SLPM, Personnel Administration, MIS, Monitoring, Evaluation & Learning, IEC, Doc. & External Relation)

To support concerned SPMs in designing various policy frameworks and developing standard business plan related to interventions and program support in sync with other domain requirements. To roll out various required thematic interventions as well as support the District team in conducting staff inductions/trainings/CB programs related to the concern domain/thematic area for staff as well as community cadre timely for quality program interventions.

Resource Cell

To plan and extend all due support related to required thematic domain for external exposure, staff induction, inter-State inductions/Immersion, workshops, Coordinate with all thematic experts and Facilitate the visiting officials in providing resources and liaison and logistic support to the concerned.

Team of Program Associates for thematic units (IB&CB, MF, SD, HRM, Livelihoods, Non-Farm, Off Farm, CF, Jobs, M & E, MIS, and Communication)

To assist and support thematic consultants (SPM & PMs) in executing their thematic responsibilities. To collect data, information, conduct analysis, and studies regarding interventions, compiling reports and book/record keeping. Coordination with other Units at SMMU

Team of ITes staff

Designing and implementation of system related to development work and web based MIS system and data based software. To use Information technology methods related to monitor, obtain, analyze and data transfer from MIS. Maintenance of machines and equipment. To administer the data of MIS, compiling and analyzing the reports for the purpose of monitoring and evaluation team for learning and further needful action.

Team of Accountants

To maintain books of account at SPMU level and regularly updating them. Responsible for providing all secretarial assistance to block staff and maintain all official records. Responsible for channeling upward and backward official communication.

Team of Office Assistant

To extend all secretarial assistance to Officers/Managers at SPMU. Largely will be looking after all communication, office record keeping, compiling of project information, maintaining records related with programmatic, administrative and HRM affairs and acting as nodal person for channeling communication to/from SPMU.

Pool of Miscellaneous Staff- Designer, Computer operator, PA, Store Keeper etc.

Responsible for designing and entry work regarding Publishing Materials, viz. QPR & Annual Reports, Brochures, Pamphlets, Studies, IEC Materials, drafting letters and other documents required at SPMU level. Also store keeping, personal assistance, receiving visitors etc.

Key Roles and Responsibilities of Positions at DPCU**District Project Manager**

S/he will be responsible to lead the Program at the district level, management and administration of staff. Planning, execution and monitoring of all program activities and guide the block units within the district to deliver quality results. Manage partnerships at district level including liaise with district administration and ensure rolling out of all organisational policies and systems across the district.

Manager- IB & CB

S/he will be responsible for assessment of the training needs of institutions, to plan, execute and monitor all the training activities and guide the block units within the district to deliver quality results. Manage partnerships at district level including liaise with district administration and ensure rolling out of capacity building policies and systems across the district.

Training Officer

S/he will be responsible to support the IB & CB in strengthening the thematic support requirement and conduct the need based training, assessing impacts of training and follow ups at the Block level and to impart and ensure effective and quality training to staff and community Cadre.

Finance Manager

To manage smooth functioning of all financial and administrative systems in Block units and the District Unit. To manage and monitor flow of Project/program funds. Periodic financial reporting to the State unit and coordinating with internal auditors. Guide and train Block and district level accountants in proper book keeping & accounting.

Thematic Managers (SD, LH, MF, COM, JOBs, M&E, Bank Linkage)

Planning and executing concerned thematic interventions and managing partnership activities of the project at district level and provide inputs to the block teams for related interventions. To assist the District Team in planning concerned thematic area i.e. livelihoods, microfinance and social development, Jobs, Communication, M & E, Bank linkage, CIF activities in the District.

Manager- HR & Admin

To manage smooth functioning of personnel and administrative systems at District and Block level. Ensure proper compliance of rules related to salary administration, all types of leaves, benefits, grievance Redressal, conduct of sensitization programmes on HR issues to keep staff well informed, updating staff positions, HR reports and all issues related to management of HR.

Accountant

To maintain books of account at DMMU level and regularly updating them. S/he will also be responsible for providing all secretarial assistance to block staff and maintain all official records. s/he will also be responsible for channeling upward and backward official communication.

Office Assistant

Extending all secretarial assistance to staff there with DMMU. Largely s/he will be looking after all communication, office record keeping, compiling of project information, maintaining records related with programmatic, administrative and HRD affairs and acting as nodal person for channeling communication

to/from DMMU.

Key Roles and Responsibilities of Positions at BPIU

Block Project Manager (departments, banking institutions, civil society organizations and other external agency for project purposes)

S/he will be responsible for nurturing block level federations and executing partnership activities of the project. Managing Initial Capitalization Fund (first tranche of CIF), community level training (village based scheduled non-residential training programme) and cross learning activities within block. Will be overall in-charge of finance and administrative functions of BPIU and responsible for up keeping of MIS as well as reporting to DPM.

Area Coordinator

Responsible for executing specialist thematic function at block level and supporting community Coordinators in core IB functions i.e. SHG capacity building, nurturing and strengthening with coordination of field based activities at cluster level. As a specialist and nodal person for specific assignments which includes different livelihoods interventions, Micro Planning, Bank Linkages, Self sustained Community Institution Building, livelihood promotion and social development.

Livelihoods Coordinator/ Specialist

The coordinate and roll out various livelihoods interventions i.e. Farm, Off Farm and Non-Farm with the active involvement of the VO's in conjunction with the AC, CC's and specialized community cadre for each of the intervention. Training and developing a cadre of CRPs for scaling up in the various livelihood interventions. Responsible for producing Village Livelihood Plans (which details the current livelihoods of SHG HHs and potential opportunities)

Community Coordinator

S/he will be responsible for formation, nurturing and strengthening of SHGs/Village Organisation, rolling out Micro finance, capacity building and training program, managing operations of community support cadres, facilitating micro plan and bank linkages in SHGs, supervising CIF utilization, loan repayment, conflict resolutions at community institution level.

Accountant

S/he will be responsible for maintaining books of account at BPIU level and regularly updating them. S/he will also be responsible for providing all secretarial assistance to block staff and maintain all official records. S/he will also be responsible for channeling upward and backward official communication.

Office Assistant

To extend all secretarial assistance to staff there with BPIU. Largely s/he will be looking after all communication, office record keeping, compiling of project information, maintaining records related with programmatic, administrative and HRD affairs and acting as nodal person for channeling communication to/from BPIU.

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[Events and News \(events-news\)](#)

[Publications \(publications\)](#)

[Case Studies \(casestudies\)](#)

[Feedback](#)

[Blog \(blog\)](#)

[MIS Repository \(http://mis.brlps.in\)](http://mis.brlps.in)

[MIS Analytics \(http://52.172.141.50/bireport/default.aspx\)](http://52.172.141.50/bireport/default.aspx)

[Staff Login \(http://hrms.brlps.in/\)](http://hrms.brlps.in/)

CBO Login (<http://20.198.83.63:8080/cbo>)

Webmail Login (<https://nmail.brps.in/>)

SCMS Login (<http://scms.brps.in/>)

Career (Career)



(https://twitter.com/brlps_jeevika?
(https://www.youtube.com/channel/UC_WvITdJ5aK)

 BRLPS web counter (<https://www.webfreecounter.com/>)

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