

**Inviting Applications
for the
Rural Housing Programme Management Unit Staff
of
Madhya Pradesh Chief Minister Rural Housing Mission**

Brief Description of task: Panchayat and Rural Development Department of the Government of Madhya Pradesh (GoMP) is implementing the C.M Rural Housing Mission. The programme is designed to provide housing to rural poor.

M.P Rural Roads Development Authority (M.P.R.R.D.A.) is an organization of Panchayat & Rural Development Department, which is entrusted with the responsibility of executing the activities of the Mission. To implement this mission M.P Rural Roads Development Authority will form a Programme Management Unit (P.M.U.). To staff this unit applications are invited from eligible and desirous candidates.

Host Organization: Madhya Pradesh Rural Roads Development Authority.

Position/ Title:

- Housing Finance Specialist (1 post)
- E-Governance/MIS & Benefit Monitoring Specialist (1 post)
- Rural Community Development Specialist (1 post)
- Training and Capacity Building Specialist (1 post)
- Technical Documentation Support/IEC Specialist (1 post)
- Programme Architect (1 post)

Type of Assignment: Contractual

Duration: One year. Contract is extendable up to three years.

Location: MPRRDA Head Office, Paryavas Bhavan, Arera hill, Bhopal

Brief Project Description: Housing fulfills one of the basic needs of the people as well as serves as an important endowment which impacts quality of life. Access to affordable housing not only gives the poor a home, but also enhances quality of social life, contributing towards dignified living. It is known to add positively to an individual's health and hygiene. A decent dwelling unit can provide an opportunity for opening up livelihood opportunities. House is not only an asset but serves as a “**safety net for rural house-less, if they are to escape the cycle of inter-generational transfer of poverty**”.

Given this context the State Government proposes to explore alternate options to provide affordable schemes to those desirous of availing government and bank assistance to build and own houses in rural areas. Chief Minister's Rural Housing Mission is now being established in the near future to develop and implement this program.

To begin with state is launching a pilot project for construction of 2500 houses from January 2011. The strategy is to test and verify all aspects related to rural housing and habitat and come out with a comprehensive policy solution. Two-three clusters of about 50 houses in each district will be identified for testing the hypothesis and gauge the

response towards this scheme. Simultaneously various financing options will be explored, designs of dwellings unit and habitat will be made, availability checks for technical and skilled manpower will be done, institutional mechanisms to train NGO's and MFI's will be put in place and market linkages will be developed for ensuring supply of building material. Houses shall be constructed either in clusters or on the own land of beneficiary. All other aspects such as site, deign, building material etc. will be finalized by beneficiary as per his/her choice. However she/he will be facilitated by various design options by the mission.

During this initial program we will try to make a realistic assessment of demand and supply gap and challenges that we might face during mission's implementation. We would also test monitoring and evaluation mechanism, to make the process fair and transparent and to minimize intermediaries in fund flow cycle.

Job Description and Qualification

Housing Finance Specialist

Position Code: FM 01

The finance manager will be responsible for coordinating with district authorities and banks to ensure timely sanction and disbursal of loans, supporting financial reforms (revenue and accounting). He/She will be responsible to devise innovative ways of raising money for the scheme from donors, multinational agencies, government agencies, non-governmental organizations, individuals etc. He/She will monitor the progress of construction so as to ensure proper utilization of funds.

Scope of Work

- Ensure web based monitoring, analysis of expenditure and utilization of fund at all levels.
- Develop guidelines and systems, coordinate and liaison with district administration to ensure timely release of funds to beneficiary.
- Monitor mission expenditure with reference to government grants ensuring counterpart funding of Gram Panchayat & Bank.
- Play a lead role in facilitating timely repayment of installments by beneficiaries.

Essential Qualification:

- Chartered Accountant/ MBA Finance.
- Min 5 years experience in accounting and/or finance.

Desirable

- Fluency in English and Hindi.
- Basic IT skills and Familiarity with Microsoft Office package.
- Readiness to travel extensively in rural areas.
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Age: between 30 to 55 years as on January 1, 2011

E-governance/MIS & Benefit Monitoring Specialist

Position Code: BM 01

His/her responsibility will be to development, deployment and use of MIS for the mission. He/She will assist in formulation, implementation and monitoring of e-governance initiatives. He/She will also be responsible for analyzing and preparing reports for actual benefits to the rural populace and ensure best usages of fund.

Scope of Work

- Support implementation units and all stakeholders with e-governance and IT initiatives including development of integrated systems for back office.
- Monitor and report the progress to the Mission Head and suggest action based on reports.
- Manage state datacenter and MIS.
- Monitoring and Evaluation system to be used by mission for monitoring and benchmarking the performance.
- Develop and implement standard reporting formats and procedures.
- Analyze report and collate the information for corrective actions.
- Monitor the benefit accrued to beneficiary.
- Monitor expenditure on improvement of rural services to the poor and overall social impact of projects implemented under the mission.

Essential Qualification:

- Masters in Social work/Rural management/Cooperative management and B.E./B.Tech(CS/IT).
- Minimum 5 years of experience in IT related projects preferably in the rural areas.

Desirable

- Familiar with the design and implementation of Management Information Systems.
- Ability to work in a team and train staff on the job to use the systems and assist in day to day issues.
- Fluency in English and Hindi.
- Excellent IT skills and Familiarity with Microsoft Office package.
- Readiness to travel extensively in rural areas.

Age: between 30 to 55 years as on January 1, 2011

Rural Community Development Specialist

Position Code: RCM 01

The Rural Community Development Manager will be responsible for development and implementation of social reforms, strengthening and empowerment of communities, internalizing stakeholder consultations into operating procedures and practices and optimizing the community participation in rural governance. Explore, suggest and execute means of providing linkages between livelihood activities and house construction. He/she will also be responsible for formation of Self Help Groups (SHG) and ensuring that these SHG's become a viable unit for manufacturing.

Scope of Work

- Identify specific housing shortages and prepare village level rural habitat action plans.
- Develop maintain and display a list of landless and houseless eligible for government support.
- Provide advice on pro poor governance, strengthening of local communities, community participation, and rural poverty alleviation.
- Assist Gram Panchayat in developing partnership with civil society and NGOs and government schemes in implementing housing projects.
- Organize studies, surveys to document lessons and disseminate good practices across the state, through state initiatives.

Essential Qualification:

- Masters in Social work/Rural management/Cooperative management/Development Management.
- Minimum 3 years experience of working in the rural areas.
- Minimum 5 years experience in social and community development.

Desirable

- Ability to work in a team and train staff on the job.
- Fluency in Hindi and English.
- Excellent IT skills and Familiarity with Microsoft Office package.
- Readiness to travel extensively in rural areas.

Age: between 30 to 55 years as on January 1, 2011

Training & Capacity Building Specialist

Position Code: TCM 01

He/She will be responsible for developing training manual/module/material for masons, beneficiaries & other stakeholders and organize training programs. He/She will help in developing capacity of beneficiaries and communities involved in programme to take up the construction activity and generate a stream of income by adopting livelihood

activities. He/She will be responsible for propagation and adoption of low cost building technologies and material.

Scope of Work

- Identify training needs for various stakeholders.
- Explore and suggest various capacity building measures need for selected beneficiaries.
- Coordinate with various government, civil society and private organizations to generate enough resources in terms of finance, human resource, training material etc.
- Implement training and capacity building programs at ground level.

Essential Qualification

- Masters in Social Work/ Rural Management/ Cooperative Management/Development Management.
- Minimum 5 years of capacity building and training experience preferably in housing sector.

Desirable

- Fluency in both written and spoken Hindi and English.
- Basic IT skills and Familiarity with Microsoft Office package.
- Strong exposure of human resource, training and capacity building techniques.
- Readiness to travel extensively in rural areas.

Age: Between 30 and 55 years as on January 1, 2011

Technical Documentation Support/IEC Specialist

Position Code: IEC 01

He/She will be responsible for ensuring timely, efficient and smooth flow of information among all project actors through use of mediums like official website, circulars, e-mail and letters, reports & documents etc. He/She will develop reporting and documentation formats and ensures all reports, documents are generated and properly distributed at proper time. He/she will be responsible for updating information on websites, documents etc. He/She will serve as a single point of contact for all external agencies seeking information.

Scope of Work

- Identify information needed by various agencies and persons involved in programme activities.
- Develop proper reporting and documentation formats.
- Develop reports and documents.
- Manage project website.
- Gather all relevant information from external sources.

- Communicate all relevant information to other government agencies, private organizations, civil society organizations and media houses.
- Collate and disseminate best practices.

Essential Qualification

- Masters in Mass Communication/ Communication management/ Journalism.
- Minimum 5 years of experience in handling information and communication activities preferably in rural areas.

Desirable

- Fluency in both written and spoken Hindi and English.
- Excellent IT skills and Familiarity with Microsoft Office package.
- Readiness to travel extensively in rural areas.

Age: Between 30 and 55 years as on January 1, 2011

Programme Architect

Position Code: ARCH 01

He/she will be responsible for helping beneficiary select proper design, developing alternative designs and incorporating changes in the design as and when required. He/She will spot low cost building technologies and help in implementation of same in the house construction. He/She will also be responsible for overall habitat/cluster development ensuring basic services such as water, sanitation, electricity etc. is available to beneficiary.

Scope of Work

- Assisting beneficiary in selection of proper house design according to best available low cost building technology and material.
- Developing new house designs and incorporating any change in the design as sought by beneficiary or other government agencies.
- Coordinating with other agencies involved in the programme for identifying area specific low cost building technologies and ensuring use of such technologies in house construction.
- Conceptualization and implementation of a holistic habitat/cluster development plan.
- Assisting beneficiary and government agencies in procurement of building material.
- Ensuring masons and beneficiary get proper training in new building technologies.
- Developing site plans and layouts.
- Estimating cost of various construction works taken up under mission.
- Identifying alternative low cost environment friendly building construction technologies, determining their local feasibility and developing database of construction material and components providers.
- Developing mechanisms to earn Carbon Credits.

Essential Qualification

- Masters in Architecture and Bachelors in Civil Engineering/Architecture.
- Minimum 5 years of experience in designing and managing housing construction preferably in rural areas.

Desirable

- Excellent CAD and other design software skills.
- Fluency in both written and spoken Hindi and English.
- Excellent IT skills and Familiarity with Microsoft Office package.
- Readiness to travel extensively in rural areas.

Age: Between 30 and 55 years as on January 1, 2011

General Information

The candidate's remunerations will be competitive and commensurate with qualification and experience.

Madhya Pradesh domicile candidates are encouraged to apply. MPRRDA does not practice any kind of gender bias. Female candidates are equally encouraged to apply.

Experience of working in rural areas include either working in a organization involved in rural development work or actual stay of candidate in rural areas for the related time duration.

Experience of housing sector includes experience of working in organization involved in housing activities in urban or rural areas.

Since, the present requirements demand use of managerial skills hence only those candidates should apply who presently hold senior managerial positions in their organizations.

Candidates with experience of working at senior positions in government organizations along with excellent track record will be given preference.

Candidates having post graduate degrees or diplomas from following institutes will be given preference: IIM(Ahmedabad, Calcutta, Bangalore, Kozhikode, Lucknow, Indore), MDI-Gurgaon, FMS-Delhi, XLRI-Jamshedpur, NITIE-Mumbai, S P Jain Institute-Mumbai, IIFT-New Delhi, Narsee Monjee Institute of Management Studies-Mumbai, S J Mehta SoM-IIT Bombay, IIT-Kharagpur, XISS-Ranchi, TISS-Mumbai, IIFM-Bhopal, IRMA-Anand, DSSW-Delhi, DSE-Delhi, SRCC-Delhi, Stephens College-Delhi, MICA-Ahmedabad, IIMC-Delhi, Symbiosis Institute of Media & Communication-Pune.

Candidates with multiple degrees/diplomas should separately mention the degree/diploma which should be considered for educational qualification. They should put a tick mark before such qualifications or should highlight them while filing application form as per Annexure A.

January 1, 2011 should be considered as the final date for calculating age and work experience durations.

Only those applications which are sent in prescribed format will be accepted. Incomplete applications will be summarily rejected.

Merely fulfilling the minimum prescribed qualifications will not vest any right on a candidate being called for interview. Since it may not be possible to call all the candidates for interview, the applications will be short listed for the purpose. Authority reserves the right to accept or reject any or all the applications without assigning any reasons. The decision of CEO, MPRRDA shall be final. The Authority will not entertain any correspondence in this respect.

The application should contain a covering letter, CV, Statement of Purpose, an essay on "Why do you think that you are suitable for this job" and another essay on "If selected, how do you propose to perform and achieve the desired outputs." in the prescribed format only, annexed herewith as Annex A, B, C and D respectively. A candidate can apply for maximum of two positions. For each application a separate application form, statement of purpose and essays as prescribes above have to be sent.

Completed applications in the aforementioned prescribed format must reach on or before 21/4/2011.

Chief Executive Officer
MP Rural Roads Development Authority
Paryavas Bhavan, Block-2,5th Floor
Arera Hills, Bhopal.462004

Annexure A

Curriculum Vitae (CV) for Applicants

APPLICATION FOR THE POST OF

Position Code:

1. Name in full (in Block letters):

Pl. affix
3.5 x 4.5
cms..
Recent
Photograph

2. Sex:

3. Father's/Husband's Name:

4. Date of Birth:

5. Whether Gen/SC/ST/OBC:

6. Mailing Address (in Block letters)

.....

Cell/Phone no.

7. Professional Qualification:

S. No	Examination Passed	Year	Name of the board/university	Subject	Percentage of marks

7. Experience

S. No	Name and Full address of the employer	Designation	Brief description of work	Pay/ Salary (monthly)	Period and Duration of Employment (year/months/days)

8. Membership of Professional Associations:

(* If required you can attach a separate sheet to give membership details.)

9. Languages

Language	Speak	Read/Write

Note: please enclose copies of the documents/certificates referred in the CV.

10. Expected monthly (consolidated) remuneration: Rs.....[in words]

11. Name, Designation and contact details (along with e-mail address) of referees:

a)-----

b)-----

Declaration

I hereby declare that the information given by me is true to the best of my knowledge and belief. I also declare that I have never been involved in any illegal activities. My selection may be cancelled & suitable action can be taken if the information given by me is found false.

Signature of Candidate

Name of candidate

Date:

Place:

Annexure B: Statement of Purpose

(Not more than 300 words)

Annexure C: “Why do you think that you are suitable for this job?”

(Not more than 500 words)

Annexure D: “If selected, how do you propose to perform and achieve the desired output?”

(Not more than 500 words)