

ROLES AND RESPONSIBILITIES OF STATE PANCHAYAT RESOURCE CENTRE RESOURCES

S. No.	Name of the Position	Remuneration	Qualification & Experience	Roles & Responsibility
1.	Planning Management and Development Expert	Rs. 9 Lakhs per annum	Ph.D in Political Science/ Regional Planning/ Development Administration/Social Work with minimum 3 years working experience in above related fields OR Masters in Business Management (MBA) in Human Resource/ Finance/ Planning/ Rural Management with 60% marks from a recognized university with minimum 5 years working experience in above related fields OR Post Graduate in Economics/ Planning/ Rural Development/Social Work with 60 % marks from a recognized university with minimum 5	<ul style="list-style-type: none"> • Skill Development of team members, develop networking with local stakeholders, Convergence with Govt. stakeholders, develop resource pool at Gram Panchayat/village level, conducting ToT at various level. • Advises and assist the Director, HIRD in in GPDP training program planning, policy, and procedure development. • Assist in budget development of GPDP trainings. • Conducts study projects in such areas as community development and micro planning. • Analyze and evaluate GPDPs of Gram Panchayats, prepares reports and makes specific recommendations concerning the development of GPDPs. • Building capacities of Elected Representatives by describing PRA techniques and its implications on planning. • Attends meetings and conferences to discuss GPDP operations, proposals and techniques, for the resolution of problems, and to carry out coordinative programs to fulfill federal and state legislative requirements. • Formulates procedures, policies and guidelines for assigned planning programs. Performs duties of unusual significance or importance to the HIRD. Makes recommendations in areas of expertise. • Developing Capacity building and Training matrix. • Conducting TNA on GPDP. • Develop Daily reporting system, preparing official documents, reports, case studies, MIS Reports for each project and proactive communication with all stakeholders.

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			years working experience in above related fields	<ul style="list-style-type: none"> • Implement and Monitor performance management system as per the SOP (Standard Operating Manual), quarterly project progress analysis and team building. • Review of periodic progress Report and provide feedback on regular basis to the Supervisors / Team Members and Stakeholders. • Any other tasks assigned by the Director, Department Development & Panchayats, Director, HIRD Nilokheri and other higher authorities
2.	Capacity Building and Training Expert	Rs. 6.60 Lakhs per annum	<p>Ph.D in Human Development/ Social Work/ Adult Education with minimum 2 years working experience in Capacity Development</p> <p>OR</p> <p>Masters in Business Management (MBA) in Human Resource/Rural Management with 60% marks from a recognized university with minimum 3 years working experience in Capacity Development</p> <p>OR</p> <p>Post Graduate in Social Work/ Economics/Rural Development/ Human Development with 60%</p>	<ul style="list-style-type: none"> • Provides technical support to the HIRD in the areas of work planning, needs assessment, training plan development and training evaluation reports • Facilitates training orientations for staff of HIRD. • Engages in the development and delivery of training materials and courses • Maintains and expands technical knowledge in instructional design and training delivery by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional organizations • Stays abreast of advancements in the training field, benchmarks programs, and analyzes their potential application to the training plans of the HIRD. • Communicates importance of instructional design and capacity building to internal and external stakeholders. • Consistently produces work products. • Identifies learning methodologies and tools that most effectively build the capacity of project staff. • Develops materials, including but not limited to instructor guides, participant guides, and job aides. • Develops training activity work plans that include assignment of responsibilities among team members and deadlines • Oversees a cadre of training consultants to provide targeted short-term

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			marks from a recognized university with minimum 3 years working experience in Capacity Development	<p>training assistance and capacity building in specific core operational functions</p> <ul style="list-style-type: none"> • Prepares budget estimates for training activities • Undertakes assignments for HIRD or other project specific initiatives as appropriate • Facilitates training workshops and meetings, and is responsible for developing agendas to achieve stated group goals, documenting progress, agreements, and issues and providing follow up assistance to groups • Coordinates skills training, and other human resource development initiatives for staff • Supports the development of documentation and written materials relating to the program, including reports and workshop materials • Assists with training logistics • Any other tasks assigned by the Director, Department Development & Panchayats, Director, HIRD Nilokheri and other higher authorities
3.	Gender and Women Empowerment Expert	Rs. 6.60 Lakhs per annum	<p>Ph.D in Political Science/Social Work Ph.D/ Population Studies/ Sociology with minimum 1 years working experience in above related fields</p> <p>OR</p> <p>Masters in Business Management (MBA) in Human Resource /Sociology with 60% marks from a recognized university with</p>	<ul style="list-style-type: none"> • Responsible for efficient delivery of trainings on Gender and Women Empowerment. • Responsible for preparation of Training Plan and Activity and their timely implementation at District / Blocks / Gram Panchayat / Village level. • Develop master trainers on thematic lines in the State/District/Block/Panchayat. • Assist in the development of a monitoring and evaluation mechanism to capture the impact of Capacity Building activities in coordination with Director HIRD and State HQ team. • Identify opportunities within Govt. Departments for Capacity Building Program Areas. • Provide advice on appropriate gender sensitive indicators in the performance measurement framework and support colleagues in the

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			minimum 2 years working experience in above related fields OR Post Graduate in Social Work/ Sociology/Human Development with 60% marks from a recognized university with minimum 2 years working experience in above related fields	monitoring and reporting of programme results/outputs and objectives against agreed indicators. <ul style="list-style-type: none"> • Participating & Co facilitating periodic review meeting / VCs. • Any other tasks assigned by the Director, Department Development & Panchayats, Director, HIRD Nilokheri and other higher authorities