

Terms of Reference for Centre Manager:

Position: Centre Manager

Objective:

The Centre Manager is responsible for overseeing the operations and activities of the center, ensuring efficient delivery of services to clients. The Manager will provide leadership, guidance and support to the coordinator and other staff members to achieve the centre's goals and target effectively on especially on enterprise creation.

Responsibilities:

- 1. Strategic Planning:** Develop and implement strategies to achieve the centre's objectives in facilitating bank loans, providing financial literacy counselling, entrepreneurship development counselling, organize campaign, market linkage, create avenues for entrepreneurs to access credit and other related services.
- 2. Team Management:** Supervise and provide direction to the coordinator and other staff members, ensuring their performance aligns with organizational goals/target.
- 3. Client Engagement:** Build and maintain relationships with clients, ensuring their needs are addressed promptly and effectively.
- 4. Financial Management:** Oversee the budgeting and financial management of the center, ensuring resources are utilized efficiently.
- 5. Networking:** Establish and maintain partnerships with relevant stakeholders, including banks, government agencies and other organizations, to enhance the centre's services and outreach.
- 6. Capacity Building:** Identify training needs for staff members and coordinate capacity-building activities to enhance their skills and knowledge.
- 7. Compliance:** Ensure adherence to legal and regulatory requirements in all center operations, providing guidance to clients on compliance issues when necessary.
- 8. Monitoring and Evaluation:** Implement monitoring and evaluation mechanisms to assess the effectiveness of the centre's activities and make necessary adjustments to improve performance.
- 9. Reporting:** Prepare monthly reports on the centre's activities, achievements and challenges for management and stakeholders for review.
- 10. Promotion:** Promote the centre's services and activities through various channels to reach a wider audience and attract potential clients.
- 11. Government Schemes:** Assist clients in accessing government schemes and programs relevant to their business needs, providing guidance on eligibility criteria and application procedures.

Qualifications and Skills:

- a) Bachelor's degree in Business Administration, Finance or rural development/entrepreneurship/banking/community development/community mobilization, Master's degree preferred.
- b) The Bachelor's discipline mentioned in A is a preferable qualification and shall not be treated as a limiting condition. Bachelor's Degree is a mandatory qualification.
- c) Candidates with proven experience in financial or entrepreneurial sector with a minimum working experience of 4 years shall be given priority.
- d) Candidates having experience as trainers shall be given priority.
- e) Candidates with strong leadership and team management skills shall be given preference.
- f) Candidates with excellent communication and interpersonal skills shall be given preference.
- g) Candidates with knowledge of financial management principles and practices shall be given preference.
- h) Candidates with an ability to build and maintain relationships with diverse stakeholders.
- i) Candidates with an understanding of legal and regulatory requirements related to financial services and entrepreneurship shall be given preference.
- j) For a Candidate fulfilling criteria a), b), c), and d), and found to be suitable for the position shall be given training on sl.no e) to i) (mentioned above), as part of the training curriculum.

Terms of Reference for District Coordinator

Position: Coordinator

Reporting to: Centre Manager

Objective:

The Coordinator is responsible for the day-to-day operations of the center, ensuring the smooth delivery of services to clients. The Coordinator will work closely with the Centre Manager and other stakeholders to implement programs and activities aimed at supporting clients in accessing financial services and developing their entrepreneurial skills. The person shall put effort on enterprise creation at ground level.

Responsibilities:

- 1. Client Services:** Provide assistance and guidance to clients in availing bank loans, accessing financial literacy counselling and entrepreneurship development counselling.
- 2. Skill Development:** Coordinate skill development programs and training sessions for clients to improve their business acumen and enhance their chances of success.
- 3. Government Schemes:** Assist clients in accessing government schemes and programs relevant to their business needs, providing guidance on eligibility criteria and application procedures.
- 4. UDYAM Registration:** Support clients in registering under the MSME UDYAM portal, ensuring they comply with the necessary requirements.
- 5. Incubation and Acceleration:** Facilitate access to incubation and acceleration services for clients, helping them scale up their businesses and achieve sustainability.
- 6. Market Linkage:** Support promotional activities to raise awareness of the center's services and facilitate networking events to connect entrepreneurs with potential buyers and market.
- 7. Support:** Assist the Centre Manager in administrative tasks, including budgeting, reporting, and resource management.

Qualifications and Skills:

- a) Graduate and above in any discipline.
- b) Candidate with following skills shall be given priority during the initial screening process.
 - i) Excellent communication and interpersonal skills.
 - ii) Ability to work effectively in a team and collaborate with diverse stakeholders.
 - iii) Basic Computer Knowledge and MS office (Word and Excel) operation.
 - iv) Knowledge of financial services and entrepreneurship development principles, familiarity with MSME registration processes and government schemes is an advantage.
 - v) Candidates having experience as trainers shall be given priority.

TERMS AND CONDITIONS:

1. The District Level post (Item No. A and B) are reserved against **Kohima, Tuensang, Mon, Peren, Chumoukedima, Mokokchung, Niuland, Wokha, Phek, Dimapur, Kiphire, Zunheboto, Longleng, Shamator, Noklak and Tseminyu Districts**. For the District Level Post, only the indigenous inhabitant of the respective districts is eligible to apply.
1. Applicant currently employed in other Department/ Organization/ Agency must submit **“No Objection Certificate”** duly signed by the Head of the Department, with seal, along with date of appointment/ engagement.
2. Candidates must specify the name of Post and State/District they are applying for and submit all relevant certificates including indigenous inhabitant certificate along with the application/CV. All documents must be duly self-attested.
3. Application will be accepted either in hardcopy or softcopy through IDAN Email or directly in IDAN Office. No application will be entertained after the expiry of the last date of submission.
4. Only the Shortlisted candidates will be intimated via email for personal interview.
5. Selection will be based on merit and indigenous inhabitant tribe of the concerned District.
6. Engagement of selected candidates will be for a period of 2 (two) years or co-terminus with SCKs Program whichever is earlier.
7. The candidates shall undergo performance review every three months for continuation in the position.
8. Candidates should be well versed and conversant in English with proficiency in Local Dialect/language.
9. Candidates with knowledge/experience of ‘rural development/entrepreneurship/banking/community development/community mobilization’ and are willing to move village by village as and when necessary, shall be given priority during selection process. Retired bankers may also apply.
10. The selected candidate must undergo routine training to enhance their skills to deliver on the work profile listed below
11. Age Limit: Minimum 21 years and above, no upper age limit for experience Candidates fulfilling Sl. No 10.