

Vacancy Announcement for GEF Project



State Institute Of Agriculture Extension And Training (SIAET)

Bhadbhada Road, Barkhedi Kalan, Kopal, Bhopal, Madhya Pradesh 462044

Phone: 0755-2696610, 0755-2696612 **Website:** <https://siaet.nic.in>

Vacancy Announcement: Walk-in-Interview


Applications are invited for the following position on purely contract basis on consolidated emoluments Green-AG Project under GEF to be implemented by Project Director Green-Ag and Director, Farmer Welfare and Agriculture Development Department (FW&ADD), Govt. of MP.

S.No.	Name of the position	Number of position	Emoluments INR (per month)	Date of walk in interview	Place of Posting
1.	GLIU Budget & finance Officer	01	30,000/-	07-02-2024	BLOCK VIJAYPURDISTRICT SHEOPUR

Selected Candidates will be appointed and deployed in the Green-Ag Project Under GEF by Project Director Green-Ag and Director, FW&ADD, Govt. of M.P. for the duration of the Project . Please bring original copy of related testimonials & filled application form (download from the site) at the time of interview. No TA/DA will be paid for attending interview. For detailed information, please visit: <https://siaet.nic.in>

Reporting Time: 10:00 AM

**Address: State Institute of Agriculture Extension & Training
Bhadbhada Road, Berkhedikalan Bhopal - 462044 (M.P)**


**Director, SIAET
Bhopal**

**TOR for engagement of Budget and Finance Officer in Green Landscape
Implementation Unit of FAO-GEF assisted Green
Agriculture Project in XXXX**

A) GLIU- Budget and Finance Officer

1. Number of post : 1 (One)

2. Duty Station : GLIU Office

3 Pay : 30,000 per month (consolidated) with annual performance incentives @ 5% of the base remuneration based on performance indicators.

4. **Contract Duration** : Yearly contract, extended based on performance and availability of budget.

5. Essential Qualification

5.1. Educational:

3.1.1 Bachelor's or Master's degree in Business Administration/Finance & Accounting.

5.2. Experience

3.2.1 Essential

- Bachelor's degree with 5 years and Master's degree with 3 years of experience in Good financial planning & budgeting
- Working experience with international & donor organizations Good Computer Skills.
- Working knowledge & communication skills in English.

3.2.2 Desirable: working Knowledge & communication Skills in Hindi and other Languages.

6. Expected deliverables: - Under the direct supervision of the State Project Director, and in regular consultation with Team Leader, GLIU Budget and Finance Officer will undertake the following duties.

6.1. Prepare and provide financial reports as per SPMU and FAO requirements.

6.2. Prepare and obtain approval from SPMU for all documentation needed to hire consultancy services and the limited acquisition of equipment necessary to provide the services, ensuring procurement procedures comply with the Operational Partners Agreement.

- 6.3. Maintain accounting and financial controls, including adequate support documentation, filing systems for verification by SPMU and external auditors, and ensure compliance with all FAO monitoring and financial reporting requirements as established in the Operational Partners Agreement between FAO and OP.
- 6.4. Work closely with the SPD and SPMU Budget and Finance Officer to ensure smooth and timely fund flow to the GLIUs.
- 6.5. Coordinate with SPMU Budget and Finance Officer for timely compilation of reports and expenditure statements
- 6.6. Assist in compiling the co-financing report to the SPMU.
- 6.7. Assist the NPMU and BH office in the implementation of the Risk Mitigation and Assurance Plan as required under the Operational Partners Agreement.
- 6.8. Assist the Team Leader in preparation of annual budgets for the project.
- 6.9. Manage the office petty cash and cash box.

7. Key Performance Indicators:

<p>Expected outputs :</p> <ul style="list-style-type: none"> • Tasks described above carried out satisfactorily and certified. • Monthly Report/ Final Report and attachments submitted and cleared 	<p>Required completion dates:</p> <ul style="list-style-type: none"> • Monthly/Final Report Upon completion of the assignment
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6936+CG2, Sehore Bhopal Rd, Bhadbhada Road, Barkhedi Kalan, Kopal,
Bhopal, Madhya Pradesh 462044

Details of the Candidate appearing for (In person) Interview for the Contractual Position of

A candidate needs to affix latest coloured photograph and sign across the photo for self attestation.

1. GLIU Budget & Finance Officer

1. **Name:**

2. **Father's / Mother's Name:**

3. **Date of Birth (DD/MM/YYYY):**

4. **Address:**

Phone (with STD Code):

Mobile:

Alternate Mobile:

E-mail:

Alternate E-mail:

5. **Qualifications:** (Attach self-attested photocopies of relevant Certificates & Mark-sheets. Insert extra rows if required: Matriculation onwards)

Name of Institution & Board / University	Degree / Diploma / Certificates	Subjects	Percentage or CGPA / GGPA	Year of Passing

6. ***Details of Relevant Work Experience:** attached self-attested photocopies of relevant certificates. Insert extra rows if required)

Organization	Designation	Responsibilities	Duration	
			From	To

7. Details of Total Work Experience: (Furnish details of previous / present employment in chronological order and attach self-attested photocopies of relevant certificates.)				
Organization	Designation	Responsibilities	Duration	
			From	To

8.	References: (Please mention two references with complete contact details for comments and feedback)
	1)
	2)

Note:- Relevant Experience is compulsory for apply any post.