



Vegetable & Fruit Promotion Council Keralam

Job Descriptions & Qualifications

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Job Title : Chief Executive Officer

Chief Executive Officer is to be appointed by Government of Kerala.

Reporting to : The Board of Directors & Government of Kerala

Supervising : All Staff

Team membership : Directors (Project I & II), Director (A&F)

Liaising with : The Board of Directors, Government of Kerala,
Directors (Project I&II), Director (A&F), Managers
and District Managers

Duties and Responsibilities

Chief Executive Officer is the head of the Organization and has all the powers for the management of the whole of the activities of the Council and of all its affairs subject to the Supervision, Control and Direction of the Board.

Qualification

As per Article of Association, Chief Executive Officer of the Council shall be professionally qualified in Horticulture / Agriculture / Rural Development / Agricultural Financing with experience in implementation of Developmental projects. The tenure of appointment of the Chief Executive Officer is five years which is extendable by one more term.

Job Title : Director - Administration and Finance

By promotion from qualified Manager (Finance & Accounts) from the Council.

Job Description

Reporting to	:	Chief Executive Officer
Supervising	:	All staff of the A &F Division.
Team membership	:	Senior Management Team (2 Directors (Project I & II and Chief Executive Officer) A&F Team (Manager HR, Manager Finance and Accounts and all A&F Assistant Managers)
Liaising with	:	All staff, Board, Government, Auditors, Banks and other Financial Institutions.

The main duties are :

1. Prepare consolidated budgets for the annual work plans based on the activities planned by Projects divisions.
2. Direct, control and monitor the operations and activities of the A&F in accordance with the current Council guidelines, work plans, strategies and policies.
3. Prepare regular expenditure reports in accordance with the work plan activity and resource schedules.
4. Implement the required auditing procedures for the Council.
5. Prepare, and document the Council's administrative, personnel and financial guidelines.
6. Guide, supervise and co-ordinate the activities of the staff of the Administration & Finance.
7. Ensure efficient use of the Council's financial and human resources.
8. Ensure statutory compliance as per Companies Act including the arrangements for Board Meeting and Annual General Meeting.
9. As a member of the senior management team draft options for the Council's policies and strategies.
10. Perform other duties, consistent with the Council's policies and strategies for field activities, as required by the Chief Executive Officer.

Job profile

Education	<i>Degree in any discipline and Member of ICAI/ICSI/ICWAI.</i>
Experience	<i>At least 13 years of Administrative, Personnel and Financial management experience of which a minimum of 3 years as Manager.</i>

Core competences

- Strong inter-personal and communication skills and an ability to share and network information.
 - Positive, flexible and learning approach to work showing ability to brainstorm and solve problems.
 - Team leadership skills and ability to work in collegiate and non-hierarchical terms.
 - Ability to manage staff and develop their full potential through rigorous pursuance of agreed targets and appropriate devolution of authority to staff.
 - Knowledge of current accounting and personnel management practices.
- Knowledge of company law and other statutory rules including service rules of Government of Kerala/Autonomous Bodies.

Job Title : Director - Administration and Finance

By direct recruitment from outside candidates

Job Description

Reporting to	:	Chief Executive Officer
Supervising	:	All staff of the A &F Division.
Team membership	:	Senior Management Team (2 Directors (Project I & II and Chief Executive Officer) A&F Team (Manager HR, Manager Finance and Accounts and all A&F Assistant Managers)
Liaising with	:	All staff, Board, Government, Auditors, Banks and other Financial Institutions.

The main duties are :

11. Prepare consolidated budgets for the annual work plans based on the activities planned by Projects divisions.
12. Direct, control and monitor the operations and activities of the A&F in accordance with the current Council guidelines, work plans, strategies and policies.
13. Prepare regular expenditure reports in accordance with the work plan activity and resource schedules.
14. Implement the required auditing procedures for the Council.
15. Prepare, and document the Council's administrative, personnel and financial guidelines.
16. Guide, supervise and co-ordinate the activities of the staff of the Administration & Finance.
17. Ensure efficient use of the Council's financial and human resources.
18. Ensure statutory compliance as per Companies Act including the arrangements for Board Meeting and Annual General Meeting.
19. As a member of the senior management team draft options for the Council's policies and strategies.
20. Perform other duties, consistent with the Council's policies and strategies for field activities, as required by the Chief Executive Officer.

Job profile

Education	<i>Degree in any discipline and Member of ICAI/ICSI/ICWAI. Preference will be given to candidates with Post Graduate Diploma in Business Administration.</i>
Experience	<i>At least 13 years of Administrative, Personnel and Financial management experience of which a minimum of 3 years has been spent in a Senior Management Position in government firms/public sector.</i>

Core competences

- Strong inter-personal and communication skills and an ability to share and network information.
- Positive, flexible and learning approach to work showing ability to brainstorm and solve problems.
- Team leadership skills and ability to work in collegiate and non-hierarchical terms.
- Ability to manage staff and develop their full potential through rigorous pursuance of agreed targets and appropriate devolution of authority to staff.
- Knowledge of current accounting and personnel management practices.
- Knowledge of company law and other statutory rules including service rules of Government of Kerala/Autonomous Bodies.

Job Title : Director - Projects

By promotion from qualified District Managers/ Managers in VFPCCK

Job Description

Reporting to : Chief Executive Officer

Supervising : District Teams

Team membership : Senior Management Team (Managers Production, Credit, Training, Marketing, Deputy Managers, District Managers and Assistant/Deputy Manager (MIS), Project Planning and Implementation Team

Liaising with : Assistant Manager (FC), Assistant Manager (PARGs), Managers and District Managers

The main duties are

1. Prepare annual work plans for the Project Area Teams and Managers, Assistant/Deputy Managers of Project Planning and Implementation, in accordance with the guidelines and policies of the Council, based on participatory planning activities carried out amongst the District Teams, Self Help Groups and Field Centers.
2. Direct, control and monitor the operations and activities of the District Teams and Project Planning and Implementation team in accordance with the current Council guidelines, work plans, strategies and policies.
3. Make regular scheduled visits to self help groups, field centres, and training centres, and provide regular written assessments to the senior management team on progress, issues encountered and actions taken to address identified issues.
4. Assess and report annually on the impact of planned activities towards achieving sustainable SHGs and Field Centres, and provide recommendations on improving the efficiency and effectiveness of the Council's field activities.
5. Guide, supervise and co-ordinate the activities of the staff of all the Project Area Teams and PPI team.
6. As a member of the senior management team draft options for the Council's policies and strategies.
7. Perform other duties, consistent with the Council's policies and strategies for field activities, as required by the Chief Executive Officer.

Job profile

Education : *Excellent academic record and Bachelors degree in agriculture or horticulture and Masters degree in an agricultural, horticultural, social, management, or economic discipline or other appropriate qualification.*

Experience : *A minimum of 3 years of experience as Manager in VFPCCK.*

Core competences

- Strong inter-personal and communication skills and an ability to share and network information.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Team leadership skills and ability to work in collegiate and non-hierarchical terms.
- Ability to manage staff and develop their full potential through rigorous pursuance of agreed targets and appropriate devolution of authority to staff.
- Knowledge of horticultural production and marketing systems and understanding of the nature and process of technological change in rural society.
- Knowledge of participatory methods for empowering farmers to manage the process of technological change to meet their own needs and aspirations.

Job Title : Director - Projects

By direct recruitment from outside candidates

Job Description

Reporting to : Chief Executive Officer

Supervising : District Teams

Team membership : Senior Management Team (Managers Production, Credit, Training, Marketing, Deputy Managers, District Managers and Assistant/Deputy Manager (MIS), Project Planning and Implementation Team

Liaising with : Assistant Manager (FC), Assistant Manager (PARGs), Managers and District Managers

The main duties are

8. Prepare annual work plans for the Project Area Teams and Managers, Assistant/Deputy Managers of Project Planning and Implementation, in accordance with the guidelines and policies of the Council, based on participatory planning activities carried out amongst the District Teams, Self Help Groups and Field Centers.
9. Direct, control and monitor the operations and activities of the District Teams and Project Planning and Implementation team in accordance with the current Council guidelines, work plans, strategies and policies.
10. Make regular scheduled visits to self help groups, field centres, and training centres, and provide regular written assessments to the senior management team on progress, issues encountered and actions taken to address identified issues.
11. Assess and report annually on the impact of planned activities towards achieving sustainable SHGs and Field Centres, and provide recommendations on improving the efficiency and effectiveness of the Council's field activities.
12. Guide, supervise and co-ordinate the activities of the staff of all the Project Area Teams and PPI team.
13. As a member of the senior management team draft options for the Council's policies and strategies.
14. Perform other duties, consistent with the Council's policies and strategies for field activities, as required by the Chief Executive Officer.

Job profile

Education : *Excellent academic record and Bachelors degree in agriculture or horticulture and Masters degree in an agricultural, horticultural, social, management, or economic discipline or other appropriate qualification.*

Experience : *At least 13 years of management experience in rural development of which a minimum of 3 years has been spent in a senior management position, in Government / Semigovernment institution.*

Core competences

- Strong inter-personal and communication skills and an ability to share and network information.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Team leadership skills and ability to work in collegiate and non-hierarchical terms.
- Ability to manage staff and develop their full potential through rigorous pursuance of agreed targets and appropriate devolution of authority to staff.

- Knowledge of horticultural production and marketing systems and understanding of the nature and process of technological change in rural society.
- Knowledge of participatory methods for empowering farmers to manage the process of technological change to meet their own needs and aspirations.

Job Title : District Manager

Job Description

Reporting to : Director (Projects)

Supervising : District Team

Team membership : District Team, (Assistant Managers (FCs) & Assistant Manager(PARGs)
The Project Planning and Implementation Team (Director - Projects and
all Managers/District Managers)

Liaising with : Managers, Assistant/Deputy Managers, Bank, Insurers, Traders and
Farmers

The main duties are :

1. Plan, direct, control and monitor the day-to-day operations and activities of the District Team staff in accordance with the current Council guidelines, work plans, strategies and policies.
2. Track progress against targets and take appropriate remedial measures in cases of shortfalls including identification of the reason for the shortfall.
3. Ensure efficient use of resources at the disposal of the District Team.
4. Prepare annual work plans for the District Team derived from participatory planning activities with staff, SHGs and FCs.
5. Make regular scheduled visits to Self Help Groups, Field Centres, Training Centres and Headquarters.
6. Submit fortnightly District Team achievement and plan reports to the Director Projects
7. Assess and report on the impact of planned activities using the indicators defined in the Council's annual work plans.
8. Guide, Supervise and Co-ordinate the activities of the District Team Staff.
9. Train the District Team staff and promote an understanding of the Council's vision and strategies at all opportunities.
10. Perform other duties, consistent with the Council's policies and strategies, as required by the Director (Projects).

Job Profile

Education : This is a promotion post for Deputy Manager(Technical) based on assessment.

Core competences:

- Good inter-personal and communication skills and ability to share and network information
- Positive, flexible and learning approach to work showing ability to brainstorm and solve problems.
- Team leadership skills and ability to work in collegiate and non-hierarchical terms.
- Knowledge of participatory approaches to technology development, which make use of indigenous Agricultural Knowledge Systems.
- Specialist in fruit and vegetable production systems.
- Knowledge of Kerala's farming systems.
- Ability to stay and work with people in rural environments.

Job Title : Manager (Seed Processing Plant)

Job Description

Reporting to : Director (Projects)

Supervising : All Staff in Seed Processing Plant

Team membership : Seed Production Team

Liaising with : Seed Growers, Foundation Seed Suppliers, Agriculture Universities,
Assistant /Deputy Managers & Manager (Production & Technology)

The main duties are :

1. Management of Seed Processing Plant, Tissue Culture Unit, Vegetable Seedling Unit, R&D and Seed Sub-Centres.
2. Planning, implementation and documentation of externally funded schemes.
3. Monitoring of production, processing, marketing, testing, storage and quality control of vegetable seeds.
4. Supervision of fund management of Seed Processing Plant, Alathur which includes procurement of seeds and payment to seed growers and all transactions pertaining to cash and bank.
5. Management of manpower of SPP.
6. Overall control of fixed asset and physical seed stock.
7. Any other work entrusted by the Management from time to time.

Job profile

Education : This is a promotion post for Deputy Manager(Technical) based on assessment.

Core Competences:

- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Upto-date knowledge of Managing and Maintaining the equipments of Seed Processing Plant, Tissue Culture Unit, Seedling Unit, R&D Unit.
- Good interpersonal skills and personnel management.

Job Title : Manager - Credit

Job Description

Reporting to : Director – Projects

Supervising : Assistant Manager & Support Staff assigned to the Credit Division

Team membership : Managers, District Managers, Assistant /Deputy Manager (MIS) & District Team.

Liaising with : Managers, Banks, Insurers, District Teams, Farmers.

The main duties are :

1. Plan, direct, control and monitor the day-to-day operations and activities of the Credit Unit under his/her control in accordance with the current Council strategies and policies.
2. Assess and report on the impact of planned activities defined in the Council's Annual Plans.
3. Undertake field visits and provide technical support and advice to the Credit Project Area Resource Group staff.
4. Liaise with District Managers on the findings of field visits.
5. Guide, supervise and co-ordinate the activities of the Assistant Manager (Credit) and Assistant/Deputy Manager (PARG).
6. Train the Assistant Manager (Credit) and Assistant/Deputy Manager (PARG) Credit.
7. Manage timely updating of loan disbursement and repayment data.
8. Prepare Training materials for bank staff training, organize bank staff training and provide technical services as a resource person during bank staff training events.
9. Implementation and monitoring of crop insurance and farmer insurance scheme in liaison with insurance agencies.
10. Monitor timely disbursement of insurance claims.
11. Maintain computerized Credit Monitoring System.
12. Liaise with and support the A&F Division with respect to the management of the Credit Revolving Fund.
13. Strengthen linkages amongst Banks, Insurers and the Council and other institutions providing financial services to fruit and vegetable producers.
14. Perform other duties, consistent with the Council policies and strategies for Credit, as required by the Director Projects and Director A&F.

Job Profile

Education : This is a promotion post for Deputy Manager(Technical) based on assessment.

Core competences:

- Strong communication skills and an ability to share and network information.
- Positive, flexible and learning approach to work showing ability to brain storm and solve problems.
- Team leadership skills and ability to work in collegiate and non-hierarchical terms.
- Ability to manage staff and develop their full potential through rigorous pursuance of agreed targets and appropriate devolution of authority to staff.
- Knowledge of the Indian banking and insurance sectors.
- Knowledge of participatory approaches for the planning and management of small loan schemes.

Job Title : Manager - Training

Job Description

Reporting to : Director – Projects

Supervising : Support Staff

Team membership : Managers, District Managers, Assistant /Deputy Manager (MIS)

Liaising with : Managers, Training Institutions, District Teams, Farmers.

The main duties are :

1. Prepare, develop and train staff in the use of the Council's Field Guidelines.
2. Prepare and implement the Council's Staff Development Strategy for all Council staff.
3. Plan, direct, control and monitor the day-to-day operations and activities of the Training Unit in accordance with the current Council strategies and policies.
4. Develop best practices for training methods, delivery, monitoring and evaluation.
5. Develop and produce training manuals, materials and publications for staff and farmer use.
6. Assess and report on the physical and financial progress and the impact of the planned activities.
7. Guide, supervise and co-ordinate the activities of the Training Assistant Managers(PARG)
8. Train the Training Assistant Managers (PARG).
9. Perform other duties, consistent with the Council policies and strategies for Training, as required by Director (Projects).

Job Profile

Education : This is a promotion post for Deputy Manager(Technical) based on assessment.

Core competences :

- Ability to share and network information.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Team leadership skills and ability to work in collegiate and non-hierarchical terms.
- Ability to manage staff and develop their full potential through rigorous pursuance of agreed targets and appropriate devolution of authority to staff.

Job Title : Manager - (Production & Technology)

Job Description

Reporting to : Director (Projects)

Supervising : Assistant Manager and Supporting Staff assigned to Production and Technology Division.

Team membership : Managers, Assistant/Deputy Manager (P&T), MIS

Liaising with : Managers, District Managers, Assistant/Deputy Manager (P&T), MIS

The main duties are :

1. Identification formulation and implementation of Projects.
2. Plan, direct, control and monitor the implementation of different schemes under Government of Kerala and other external agencies.
3. Plan, direct, control and monitor the day-to-day operations and activities of the P&T unit in accordance with the current Council strategies and policies.
4. Assess and report on the physical and financial progress and the impact of the planned activities.
5. Train the Assistant Manager PARG(P&T) from the Project Area.
6. Develop packages of recommendations of best practices including organic farming.
7. Liaising with R&D institutes for solving field problems.
8. Implement Pest & Disease surveillance and dissemination of information regarding pest & disease management practices.

Job Profile

Education : This is a promotion post for Deputy Manager(Technical) based on assessment.

Core competences :

- Knowledge of participatory methodologies for managing process oriented rural development projects.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Community organization and facilitation, including the ability to develop farmers' organizational, analytical, planning and assessment skills.
- Knowledge of Kerala's farming systems.
- Aptitude to learn and explain the principles of fruit and vegetable production, pest and disease management and best production practices.
- Ability to stay and work with people in rural environments.

Job Title : Manager - Marketing

Job Description

Reporting to : Director – Projects

Supervising : Assistant Managers assigned to the Marketing Division

Team membership : Marketing Team

Liaising with : Managers, District Managers, Engineer, Assistant/Deputy Manager (MIS)

The main duties are :

1. Identification formulation and implementation of Projects related to Export & Marketing.
2. Plan, direct, control and monitor the day-to-day operations and activities of the Marketing Unit under his/her control in accordance with the current Council strategies and policies.
3. Assess and report on the impact of planned activities using the indicators defined in the Council's annual plans.
4. Guide, supervise and co-ordinate the activities of the Marketing Assistant Managers
5. Train the Marketing Assistant Managers
6. Strengthen linkages amongst the producers, traders, the Council and other institutions relevant to the marketing of fruits and vegetables.
7. Perform other duties, consistent with the Council policies and strategies for marketing, as required by Director Projects
8. Develop market based reports and publish reports in journals, magazines and newspapers.
9. Identify and contact institutions who would be interested in MIC information and provide information on required basis.
10. Produce market trends for main crops promoted by the Council on an annual basis in co-ordination with Data Analyst.
11. Study the market information systems of other Government organizations to bring about changes in the Council's MIC, if required.
12. Provide HQ support in land purchase and building construction.
13. In liaison with the Deputy Manager (MIS) monitor the computerization of Swasraya Karshaka Samithis (Vipanimithra)
14. In liaison with the Deputy Manager (MIS) verify, maintain, analyse and report on Samithi data supplied by District Team on quantity marketed, sales turnover etc.
15. Develop interaction among Samithis and establish sustainable networking systems.
16. Prepare a Samithi directory to be circulated among Samithis and traders.
17. Develop a support package for traders and organize public marketing support.
18. Facilitate key linkages in the field, including linkages between Samithis, small scale processing units and development institutions.
19. Co-ordinate a study on export potential for fruits and vegetables and prepare an export strategy for the Council.
20. Undertake brand development of Kerala grown vegetable marketed through franchise retail shops.
21. Undertake product promotion exercises to increase consumption of vegetable and on specific local fruits and vegetables.
22. Develop a National and International trade directory.

Job Profile

Education : This is a promotion post for Deputy Manager(Technical) based on assessment.

Core competences :

- Ability to share and network information.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Team leadership skills and ability to work in collegiate and non-hierarchical terms.
- Ability to manage staff and develop their full potential through rigorous pursuance of agreed targets and appropriate devolution of authority to staff.
- Knowledge of fruit and vegetable retailing and promotion.
- Knowledge of horticulture and agricultural produce wholesale marketing.
- Knowledge of market research methodologies.
- Knowledge of small scale processing of fruits and vegetables.
- Knowledge of horticulture and agriculture market information systems.

Job Title : **Manager - Finance and Accounts**

Job Description

Reporting to : Director (Administration and Finance)

Supervising : Assistant Managers (Finance and Accounts)

Team membership : A&F Team

Liaising with : Managers Technical & Non - Technical

The main duties are

1. Overall charge of the Council's Finance and Accounts.
2. Submit periodical reports to Government and Statutory bodies/agencies within the required time.
3. Ensure statutory compliance in respect of income tax, sales tax and other legislation as applicable.
4. Prepare final account and present to auditors.
5. Liaise with auditors, banks and financial institutions.
6. Periodical forecasts of fund management/transfers.
7. Ensure budgetary control.
8. Ensure that all finance and accounts activities are carried out in accordance with the Council's systems and procedures.
9. Perform other duties as required by the Director (A&F).
10. Compliance of Company law requirements.

Job profile

Education : This is a promotion post for Deputy Manager (Finance & Accounts) based on assessment.

***Core competences* :**

- Positive, flexible and learning approach to work.
- Ability to oversee the Maintenance of accurate, complete, neat and timely record keeping
- Ability to develop accounting procedures and apply them in an efficient and consistent manner
- Ability to establish and maintain systems for the appropriate physical security of documentation, cheque books and other valuables for which responsible
- Ability to maintain confidential information
- Strong computer skills, including familiarity with accounting packages
- Ability to manage and motivate staff

Job Title : Manager - (Human Resources)

This is a promotion post for Deputy Manager based on assessment.

Job Description

Reporting to : Director (Administration & Finance)
Supervising : Assistant/Deputy Manager (HR), Support Staff
Team membership : A&F Team
Liaising with : All Staff

The Main duties are

1. Handling establishment matters of all staff including deputation staff.
2. Overall charge of the Council's personnel and HRD functions from recruitment to termination/release from service.
3. Pay fixation, promotion and increments, leave account of staff, Service records, transfer and posting.
4. Institute and maintain a database of the Council's human resources and the Service Book of the employees.
5. Ensure compliance with labour welfare legislation
6. Institute and manage a training programme for administrative staff
7. Monitoring the preparation of bills for salaries and allowances, verification and disbursement thereof.
8. Ensure timely renewal of Group Gratuity, EDLI, Group Leave Enhancement Assurance Scheme etc. and verification and disbursement of claims.
9. Verification of Recovery and remittance thereof statutory recoveries from bills for payment/salaries- EPF/GPP/LIC etc.
10. Ensure timely renewal of Group Insurance, Personal Accident Insurance, Mediclaim of staff etc. and verification and disbursement of claims.
11. EPF – maintain records of recovery of EPF, remittance thereof, filing of returns, verification and forwarding applications for withdrawals, etc.
12. Issue of various certificates - salary certificates, recovery certificates etc., certify the pass books of statutory remittance of staff on deputation
13. Settlement of arrear bills of staff on deputation, DA arrears, increment arrears etc., and remittance of yearly pension contribution
14. Settlement of the accounts of relieved staff
15. Correspondence with parent departments of deputed staff, regarding their increment and other financial matters
16. Control of support staff in account of work allocation, monitoring, evaluation etc.,
17. Perform other duties as required by the Director (A&F)

Job Profile.

Education : *Degree in any discipline plus Masters degree in business Administration (HR) or Masters degree in personal Management or Post Graduate Diploma in Personnel Management. This is a promotion post for Deputy Manager based on assessment.*

Core competences:

- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Knowledge of modern human resource development skills.
- Strong inter-personal and communication skills.
- Ability to manage and resolve staff conflict.

Job Title : Engineer

Job Description

Reporting to : Director (Projects)
Supervising : Engineering Division
Team membership : A&F Team
Liaising with: : Manager (Marketing & District Managers)

The main duties are

1. Manage the construction of the SKS (Swasraya Karshaka Samithi) or other construction works taken up by the Council
2. Execute the above works in a time-bound manner subject to the General/Technical conditions and specifications laid down in the contract.
3. Routine repair/maintenance of Council buildings.
4. Perform other duties as required by the Director Projects I & II

Job Profile

Education : Degree in Civil Engineering
Experience : 5 years of relevant experience

Core Competences :

- Positive flexible and learning approach to work showing an ability to brain storm and solve problems.
- Knowledge of bid tender and evaluation and selection procedures for civil works.
- Ability to undertake quantity surveys and prepare accurate building cost estimates
- Ability to manage construction projects and manage contracts in a timely and efficient manner
- Ability to liaise with Government Authority in matters relating to building works.
- Knowledge of Indian Standard, CPWD, KPWD specifications and State Government norms in regard to construction works.

Job Title : **Technical Assistant to CEO
(Assistant Manager)**

Job Description

Reporting to : Chief Executive Officer

Supervising : None

Team membership : Managers, Assistant /Deputy Managers (A&F & Projects)

Liaising with : District Managers, Managers, CA to CEO

The main duties are :

1. Preparation of official letters and correspondence from CEOs office
2. Preparation of reports, papers and presentation materials for Chief Executive Officer
3. Assist CEO in the monitoring and evaluation of Schemes and Projects
4. Collect and furnish technical information to Chief Executive Officer
5. Management of the Councils PR functions including release of authentic and official information about the Council to the public or mass media.
6. Preparation of reports for Government
7. Perform other duties, consistent with the Council's policies and strategies
8. Respond to the queries from the general public concerning the Council's activities and achievements.

Job profile

Education : B.Sc. in Agriculture/Horticulture

Experience : 8 years of management experience in the Agriculture Sector.

Core Competences:

- Strong interpersonal and communication skills.
- Positive, flexible and learning approach to work.
- Ability to maintain confidential information.

Job Title : Assistant - (Field Centre)

Job Description

Reporting to : District Manager

Supervising : None

Team membership : The District Team (District Manager and Assistant/Deputy Manager (FCs), Assistant/Deputy Manager (PARGs) in the District

Liaising with : Credit, Marketing, P&T and Training Assistant/Deputy Manager (PARGs)

Specific duties are planned annually in conjunction with the District Team, and are incorporated in the activity schedules described in the Council's Annual Work Plans.

The main duties are :

1. Facilitate the development of all Self Help Groups to achieve self reliance in accordance with the Council's (Guidelines)
2. Identify need for campaigns and study tours and carry out campaigns, and study tours to meet identified needs. Liaise with all Assistant Manager (PARGs).
3. Facilitate on-farm trials and demonstrations. Liaise with Assistant Manager (PARG – P&T) and maintain reports, records and documentation as required by the Field (Guidelines).
4. Facilitate the PTD process with SHG's from problem identification to documentation of results as described in the PTD guidelines in liaison with Assistant Manager (PARG - P&T).
5. Collection of details regarding the area of cultivation and production of different crops and transfer the data to HQ.
6. Facilitate SHG exercises to quantify seed and other input requirements, document the seed and other input requirement and assist SHGs to source the seed and other input requirement. Liaise with P&T and Marketing Assistant Manager (PARG).
7. Identify farmer training needs and organize farmer training to meet identified needs. Liaise with all Assistant Manager (PARGs) and especially with Assistant Manager (PARG - Training).
8. Verify insurance claims and ensure timely credit planning, renewal of credit, disbursement and repayment. Maintain appropriate records and reports. Liaise with Assistant Manager (PARG - Credit).
9. Facilitate FC assessment and planning exercises and documentation of FC action plan. Liaise with Assistant Manager (PARG - Marketing).
10. Ensure regular Field Centre Meetings, General Body meetings and maintenance of FC minute book.
11. Provide management support and on-the-job training of FC officials. Check FC records are properly kept in a timely manner. Liaise with Assistant Manager (PARG - Marketing).
12. Assist farmers to maintain farm records and transfer data to Headquarters.
13. Other duties as instructed by the District Manager

Job Profile

Education : B.Sc in Agriculture/Horticulture or Masters in Business Administration (Marketing)

Experience : 3 years relevant work experience is desirable.

Core competences :

- Knowledge of participatory methodologies for managing process oriented rural development projects.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Community organization and facilitation, including the ability to develop farmers' organizational, analytical, planning and assessment skills.
- Knowledge of Kerala's farming systems.
- Aptitude to learn and explain the principles of fruit and vegetable marketing, pest and disease management and best production practices.
- Ability to stay and work with people in rural environments.

Note :

When VFPCCK is incorporated in 2001, as per the decision taken by the Board of Directors on 24.02.2001, the following 23 positions of Assistant Managers (Technical) were included in the staff pattern, Qualification were Graduation /Post Graduation in the relative discipline.

Assistant Manager (FC)
Assistant Manager (Credit –PARG)
Assistant Manager (Marketing – PARG)
Assistant Manager (Production & Technology)
Assistant Manager (Training)
Assistant Manager (Planting Materials)
Assistant Manager (Seed Production)
Assistant Manager (Credit Liaison)
Assistant Manager (Credit Monitoring)
Assistant Manager (Market Information)
Assistant Manager (Group Marketing)
Assistant Manager (PHH &Exports)
Assistant Manager (Market Research)
Assistant Manager (Market Development)
Assistant Manager (PTD –HRG)
Assistant Manager (Planting Materials)
Assistant Manager (Farm Management)
Assistant Manager (Training of Trainers)
Assistant Manager (Publication)
Assistant Manager (DCRC)
Assistant Manager (RF Fruit Management) and
Assistant Manager (Public Relation)

The Board of Directors of the Council approved a Staff Strength for the organization in its 47th meeting held on 11.08.2010. As per the Staff Strength the Assistant/Deputy Manager (Technical) comprises the following 10 categories only.

Technical Assistant to CEO
Assistant Manager (FC)
Assistant Manager (Credit)
Assistant Manager (Marketing)
Assistant Manager (Harithanagari)
Assistant Manager (P&T)
Assistant Manager (Planting Materials)
Assistant Manager (Seed Marketing)
Assistant Manager (Seed Production)
Assistant Manager (Bio-technology)

Therefore posts belonging to other categories are merged with Assistant/Deputy Manager (FC) and the officials are eligible for assessment promotion to District Manager/Manager (Technical)

Job Title : Assistant Manager -Credit

Job Description

Reporting to : Manager (Credit)

Supervising : Support Staff

Team membership : Manager (Credit) and District Team

Liaising with : Managers/District Managers, Assistant Manager (PARGs - Credit),
Assistant/Deputy Manager (Accounts), Assistant/Deputy Manager (MIS)

The main duties are :

1. Monitor the day-to-day operations and activities of the Credit Unit in accordance with the current Council strategies and policies.
2. Undertake field visits and provide technical support and advice to the credit project area resource group staff.
3. Monitor timely updating of loan disbursement and repayment data.
4. Assist in the preparation of trainings of bank staff and Council staff.
5. Assist in the implementation and monitoring of Crop Insurance and Farmer Insurance scheme in liaison with insurance agencies.
6. Generate and prepare routine and special reports as required in a timely manner.
7. Follow-up on reports and prepare and distribute feedback reports and analysis to each District Team.
8. Manage timely disbursement of Insurance claims.

Job Profile

Education : B.Sc. Agriculture / Horticulture or Masters in Business Administration
(Marketing / Finance)

Experience : 3 years of relevant work experience.

Core competences :

- Knowledge of participatory methodologies for managing process oriented rural developmental projects.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Strong computer programming skills.
- Knowledge of Indian banking and insurance sectors.
- Knowledge of participatory approaches for the planning and management of small loan schemes.

Job Title Assistant Manager - Planting Materials

Job Description

Reporting to : Manager (Production & Technology)
Supervising : None.
Team membership : Production & Technology Team
Liaising with : Assistant Manager (PARGs – P&T) and Assistant Manager(HRCs)

Specific duties are planned annually in conjunction with the Production and Technology Team, and are incorporated in the activity schedules described in the Council's annual work plans.

The main duties are

1. Prepare training materials and in liaison with the training unit initiate and participate in workshops and other training events for project staff regarding improvement of planting materials.
2. Provide technical information to different training programmes for Master Farmers and field staff.
3. Identify, establish and maintain contacts with national and international research institutes and utilise these contacts and information sources to continuously update the Council's knowledge on planting materials.
4. Prepare written and audio visual material on development of planting materials.
5. Design trials and demonstrations on planting materials and support Assistant Manager (PARG - P&T) in facilitating these farmer managed trials.
6. In selection and training of farmers on production of quality planting materials
7. Organize production of quality planting materials.
8. Supervision of seed testing and quality control.
9. Facilitating of sales promotion and after sale service and documentation.
10. Assisting in preparation of projects on planting materials.
11. Supervision of Seed Sub-Centre activities.
12. Train farmers and other officials on production of quality planting material.
13. Perform other duties, consistent with the Council' policies and strategies for P&T, as required by the Director (Projects)

Job profile

Education : B.Sc. in Agriculture/Horticulture Preference will be given to those who are having specialization in Seed Technology.

Experience : 3 years relevant work experience is desirable.

Core competences :

- Knowledge of participatory approaches to technology development which make use of indigenous Agricultural Knowledge Systems.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Community organisation and facilitation, including the ability to develop farmers' organisational, analytical, planning and assessment skills.
- Up-to-date knowledge of selection, multiplication and storage of planting material.
- Knowledge of Kerala's farming systems.
- Empowerment of seed growers.

Job Title : Assistant Manager - Marketing

Job Description

Reporting to : Manager(Marketing)

Supervising : None

Team membership : Marketing Team

Liaising with : Market Information Data Collectors, Institutions providing Market Information Services, Assistant Manager (PARG - Marketing), Assistant Manager (PARG - Training)

Specific duties are planned annually in conjunction with the Marketing Team, and are incorporated in the activity schedules described in the Council's Annual Work Plans.

The main duties are :

1. Collect historical data on area planted to competing crops in Tamilnadu on an annual basis.
2. Monitor data collection from local and overseas wholesale markets as well as urban retail shops along with Assistant Manager (PARG) of each district.
3. Prepare weekly market summaries and weekly trends in co-ordination with the Data Analyst.
4. Update the existing Market Information Centre (MIC) operating manual.
5. Develop monitoring systems to closely monitor market information provided by data collectors.
6. Organise trainings for MIC data collectors in improving reliability and validity of market data collected.
7. Organise workshops for Samithi staff and Master Farmers to orient them to MIC and in using its services.
8. Perform other duties, consistent with the Council's policies and strategies for Marketing, as required by the Marketing Manager.
9. Prepare, assess, develop and re-document the Marketing component of the Council's staff field manual (guidelines), and liaise with the Training Unit in interlinking the marketing field manual into the overall Council staff field manual.
10. Coordinate supply of infrastructural support to Samithis and ensure that the criteria for support are met by the Samithis.
11. Document group marketing experiences and publicise documentation.
12. Appraise and grade Samithis performance to improve performance.
13. Support to the Assistant Manager (FC) or Assistant Manager (PARG - Marketing) in those Samithis with specific problems.
14. Coordinate the registration of Samithis.
15. Follow-up with Assistant Manager (PARG - Marketing) to ensure Samithis meet statutory requirements.
16. In liaison with Assistant Manager (PARG - Training), provide technical support to different training programmes for Master Farmers and field staff.
17. Manage computerization of Samithi accounts with Assistant Manager (FC) and Assistant Manager (PARG - Marketing).
18. Facilitate linkages between Samithis and input suppliers, including seed suppliers supported by the programme, in co-ordination with the Assistant Manager (PARG - Marketing) and the Assistant Manager (PARG – P&T).
19. Preparation of model procurement plan to be implemented at the Samithi level.

20. Perform other duties, consistent with the Council's policies and strategies for Marketing, as required by the Manager (Marketing).
21. Identify appropriate techniques for proper Post Harvest Handling (PHH) of local fruits and vegetables and develop and distribute support packages for the identified technologies.
22. Develop packaging systems for fruits and vegetables, especially for those traded directly by the Samithis to the franchise retail shops.
23. In liaison with Assistant Manager (PARG - Training), provide technical support to different training programmes for Master Farmers and field staff.
24. Assess Small Scale Processing (SSP) in the State, liaise with relevant institutions and identify SSP technologies suitable for Kerala farmers and develop support packages and trainings for the identified technologies.
25. Responsible for centralized market development programmes of the Samithis promoted by the Promotion Council.
26. Develop a franchise retail chain.
 - a. Select franchisees.
 - b. Manage the launch of new retail shops.
 - c. Train franchisees and develop each franchise.
 - d. Monitor retailing on a daily basis through well defined monitoring systems.
 - e. Work in coordination with Assistant Manager (MR) in undertaking MR studies to improve retailing activities.
 - f. Develop linkages between franchise and SKS, relevant traders and institutions.
27. Continuously monitor the franchisee performance, analyse problems and take corrective action to maintain profitability.
28. Implement, as required, follow-up franchisee capacity building training.

Job Profile

Education : B.Sc. in Agriculture/Horticulture or MBA (Marketing) Preference will be given to those who have excellent academic record and Masters Degree in Agriculture/Horticulture.

Experience : 3 years of relevant work experience is desirable.

Core competences :

- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Community organization and facilitation, including the ability to develop farmers' organizational, analytical, planning and assessment skills.
- Knowledge of horticulture and agricultural produce marketing.
- Knowledge of horticulture and agriculture market information systems

Job Title : Assistant Manager - (Production & Technology)

Job Description

Reporting to : Director (Projects)

Supervising : None

Team membership : Manager (P&T), Manager (SPP),
Assistant /Deputy Manager (Seed Production),
Assistant /Deputy Manager (Seed Marketing).

Liaising with : Manager (P&T), Manager (SPP), District Managers
Assistant /Deputy Manager (Seed Production),
Assistant /Deputy Manager (Seed Marketing),

The main duties are :

1. Co-ordination of activities of Seed Processing Plant, Alathur.
2. Visit to the field of seed production and monitoring of seed production activities by seed growers.
3. Arranging breeder seeds from Research station / Universities for foundation seed production programme.
4. Monitoring of various schemes implemented in connection with seed production programme at seed growers plot and SPP.
5. Co-ordination of activities of Tissue Culture Lab, Alathur and member of the committee for the monitoring of activities of TC, Lab and procurement of tissue culture plants from outside agencies.
6. Co-ordination of production and procurement of fruit plants grafts at SPP, Alathur and member of the committee for procurement of fruit plants grafts from farmers.
7. Co-ordination of seedling production of vegetable crops in districts and at SPP, Alathur.
8. Co-ordination of cultivation of cool season crops in plains in all the districts.
9. R&D activities for introduction of new crops and varieties including hybrids.
10. Monitoring of seed production of cool season crops in Idukki districts.
11. Introduction of model precision farming plots in selected districts.
12. Documentation activities such as preparation of CD's and booklet on organic and commercial cultivation, leaflets, brochures and other publications.

Education : B.Sc in Agriculture/Horticulture

Experience : 3 years relevant work experience is desirable.

Core competences :

- Knowledge of participatory methodologies for managing process oriented rural development projects.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Community organization and facilitation, including the ability to develop farmers' organizational, analytical, planning and assessment skills.
- Knowledge of Kerala's farming systems.
- Aptitude to learn and explain the principles of fruit and vegetable marketing, pest and disease management and best production practices.
- Ability to stay and work with people in rural environments.

Job Title : Assistant Manager - (Seed Marketing)

Job Description

Reporting to : Manager (SPP)
Supervising : None
Team membership : Assistant/Deputy Manager (Seed Production), Manager (SPP)
Liaising with : Manager (SPP), Managers, District Managers,
Assistant/Deputy Manager (Seed Production),

The main duties are

1. Assistance in preparation of Seed Production Plan.
2. Supervision of demand and supply of seeds.
3. Sales promotion and assistance for after sale service.
4. Monitoring of Seed Cost Realization.
5. Supervision of operation and maintenance of all machineries and equipments at SPP.
6. Impact training to farmers/officials/NGOs on role of SPP in Vegetable Seed Sector in Kerala.
7. Member of purchase committee to assist implementation of various projects.

Job profile

Education : B.Sc. Agriculture/Horticulture or
Master level Degree in Engineering Management/ MBA/

Experience : 3 years relevant work experience is desirable.

Core Competences :

- Knowledge of participatory approaches to technology development which make use of indigenous Agricultural Knowledge Systems.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Community organization and facilitation, including the ability to develop farmers' organizational, analytical, planning and assessment skills.
- Knowledge of Kerala's farming systems.
- Up-to-date knowledge of testing, selection, multiplication and storage of planning material.
- Ability to stay and work with people in rural environments.

Job Title : Assistant Manager - (Seed Production)

Job Description

Reporting to : Director (Projects)

Supervising : None

Team membership : Manager (SPP), Deputy Manager (Seed Production), Assistant/Deputy Manager (Seed Marketing)

Liaising with : Seed Growers, Manager (SPP), Assistant/Deputy Manager (Seed Production) Assistant/Deputy Manager (Seed Marketing).

The main duties are :

1. Execution of scientific seed production at field level including target distribution, field inspection and procurement of seeds.
2. Implementation of external schemes at field level.
3. Documentation of seed production activities at field level.
4. Assistance for seed sale promotion.
5. Management of Self Help Groups and Seed Growers Association.

Job profile

Education : B.Sc. Agriculture/Horticulture with 3 years experience in vegetable seed production.

Experience : 3 years relevant work experience is desirable.

Core competences :

- Knowledge of participatory methodologies for managing process oriented rural development projects.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Community organization and facilitation, including the ability to develop farmers' organizational, analytical, planning and assessment skills.
- Knowledge of Kerala's farming systems.
- Aptitude to learn and explain the principles of fruit and vegetable marketing, pest and disease management and best production practices.
- Ability to stay and work with people in rural environments.

Job Title : Assistant Manager - (Biotechnologist-SPP)

Job Description

Reporting to : Director (Projects)

Supervising : Lab Assistant

Team membership : Manager (SPP), Assistant/Deputy Manager (Seed Marketing), Assistant/Deputy Manager (Production and Technology)

Liaising with : Managers, District Managers, Manager (SPP), Assistant / Deputy Manager (Seed Production)

The main duties are :

1. Selection and tagging of mother plants
2. Collection of suckers from tagged mother plants.
3. Media preparation and sterilization.
4. Virus indexing of cultures
5. Supervision of the whole hardening process (Primary as well as secondary) and maintenance of hardened plants.
6. Complaint redressal.

Job profile

Education : B.Sc. in Agriculture/Horticulture or M.Sc. Biotechnology.

Experience : 3 years relevant work experience is desirable.

Core competences :

- Knowledge of participatory methodologies for managing process oriented rural development projects.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Community organization and facilitation, including the ability to develop farmers' organizational, analytical, planning and assessment skills.
- Knowledge of Kerala's farming systems.
- Aptitude to learn and explain the principles of fruit and vegetable marketing, pest and disease management and best production practices.
- Ability to stay and work with people in rural environments.

Job title Assistant Manager – Accounts

Job Description

Reporting to : Manager (Finance and Accounts)

Supervising : Support Staff

Team membership : Accounts Team, Manager (F&A), Manager (Credit),
Assistant/Deputy Manager(Accounts)

Liaising with : Manager (Credit), Manager (HR), Assistant/Deputy Manager (MIS),
District Managers, Managers, Assistant /Deputy Manager at HQ

The main duties are

1. Maintain records of receipts and payments of the Council
2. Prepare of fortnightly budgets, fund transfer requests and follow-ups
3. Periodical fund transfers as per fortnightly budgets between various operating bank accounts of the Council
4. Deposit receipts and withdrawals from operating bank accounts of the Council
5. Verify daily cash, bank and journal vouchers
6. Monitor daily balance of operating bank accounts and cash balances
7. Scrutinize and sanction/forward bills for payments for sanction
8. Scrutinize requests for various advances and sanction/forward for sanction
9. Pay claims sanctioned vide cheques, bank drafts, cash payments or account transfers
10. Statements of Income Tax at Source, maintain records thereof, issue certificates of recoveries, and file returns thereof
11. Sales Tax - collect, remit, file returns and maintain registers, appear for Sales Tax hearing
12. Liaise with Banks, Financial Institutions, and concerned Departments of Central/State Govt. and statutory agencies
13. Settlement & periodical follow-ups of advances
14. Monthly Reconciliation of Bank Accounts
15. Periodical Reconciliation of Payable and Receivables
16. Budgetary control - preparation of periodical workplan variance statements
17. Prepare/Assist in preparation of accounting statements viz., Receipts & Payments Accounts, Income & Expenditure Accounts & Balance Sheet.
18. Custodian of short term deposit, certificates, bank pass book & cheque books etc.,
19. Custodian of books of accounts
20. Liaise with other departments regarding financial matters
21. Assisting Manager (F&A) for overall well functioning of the Finance & Accounts Division.

Job profile

Education Degree in any discipline and pass in the intermediate exam of the ICAI/ICWAI.

Experience At least three years of relevant experience.

Core competences :

- Positive, flexible and learning approach to work.
- Ability to maintain, update all records in an accurate, neat and timely manner.
- Knowledge of good accounting practice.
- Ability to apply accounting procedures in an efficient and consistent manner.
- Ability to maintain appropriate physical security of documentation, cheque books and valuables.
- Ability to maintain confidential information.
- Strong computer skills, including knowledge of accounting systems.

Note: Since there are more than one Assistant/Deputy Manager (Accounts), duties will be distributed between the positions through Administrative Orders.

Job title Assistant Manager/Deputy Manager - (Human Resource)

Job Description

Reporting to : Manager (HR)
Supervising : Support Staff
Team membership : Manager(HR), Support Staff, Assistant/ Deputy Manager (Finance)
Liaising with : All Staff

The main duties are

1. Handling establishment matters of all staff including deputation staff under the supervision of Manager (HR).
2. Maintenance of personnel database, leave account of staff, service records, and books etc. with the assistance of clerical staff from the division under the supervision of Manager (HR).
3. Recovery and remittance thereof from salary – EPF/GPF/LIC etc.
4. Recovery and remittance thereof statutory recoveries from bills for payment /salaries.
5. EPF – maintain records of recovery of EPF, remittance thereof, filing of returns, verification and forwarding applications for withdrawals, etc
6. Timely renewal of Group Insurance, Personal Accident Insurance, Mediclaim, etc. and disbursement of claims.
7. Pay fixation, promotion and increments, transfer and posting.
8. Monitoring the preparation of bills for salaries and allowances disbursement thereof.
9. Perform other duties as required by the Manager(HR)

Job profile

Education : *Degree in any discipline plus Masters degree in business Administration (HR) or Masters degree in personal Management or Post Graduate Diploma in Personnel Management.*

Experience: *The Council staff having 3 years of experience in Assistant Manager cadre or 5 years experience as Executive Assistant are also eligible for appointment to this post through inter departmental transfer subject to selection by the assessment committee.*

Core competences:

- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Knowledge of modern human resource development skills.
- Strong inter-personal and communication skills.
- Ability to manage and resolve staff conflict.

Job Title : Assistant Manager - (MIS)

Job Description

Reporting to : Director – (A&F)
Supervising : Computer programmer, Executive Assistant
Team membership : MIS Team
Liaising with : District Managers, Managers, Assistant Manager (FC),
Assistant Manager (PARGs).

The main duties are :

1. Co-ordinate and consolidate the Council's annual work plans and budgets and draft the unified document.
2. Design and implement systems to record, report and analyse data required to measure the completion of planned activities and impact of activities in terms of achieved results.
3. Design and implement systems to record, report and analyse data required to measure progress towards the Council's longer term purpose and goals.
4. Prepare presentations and information for the public and outside organizations on the Council and its achievements and experiences.
5. Design and maintain databases, and programmes to generate reports on the progress of implementation of different schemes in the districts. The activity will be done in liaison with the Assistant/Deputy Manager responsible for monitoring and reporting the progress of the scheme.
6. Consolidate reports including plan and achievement from the districts, and prepare monthly Council progress reports.
7. Verify and check reported data for internal consistency and liaise with district team to correct data.
8. Maintain and update the database linking farmers (SHG members) Self Help Groups and Field Centres.
9. Maintain adequate identification codes to allow interlinking of all data that can be usefully related and provide information support to management and other staff.
10. Database of Payroll – monitoring of software development and report generation.
11. Official website – maintenance of web page, development and monitoring of software.
12. Purchase of computer and peripherals.

Job Profile

Education : MCA or Degree in any discipline and Diploma in Computer Engineering/ PGDCA

Experience : At least 3 years of relevant experience.

Core competences :

- Knowledge of participatory methodologies for managing process oriented rural developmental projects.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Excellent drafting skills and capacity to write in clear, concise and grammatically correct English.
- Knowledge of logical framework approach for the management of rural developmental projects.
- Knowledge of principles of design and implementation of management information systems

Job Title : Assistant Manager (Bio- Control Lab)

Job Description:

Reporting to : District Manager
Supervising : lab assistant/ labourers
Team Membership : The District Team, PARG IRGs - all districts, IRG Unit-HQ.
Liaising with : PARG IRGs - all districts, IRG Unit-HQ.

The main duties are:

1. Facilitate the timely production and availability of all of the listed bio-control agents in sufficient quantity to meet their requirements.
2. Identify demand and requirements of different biocontrol agents within the State.
3. Preparation of periodic action plan for production and supply of all bio-control agents.
4. Attend periodic review meetings conducted by concerned District Manager and/ or Top Management and appraise the working of the lab.
5. Liaise with the stakeholders involved by constant interactions with them to foresee the requirements of bio-control agents at regular intervals.
6. Maintain all records pertaining to production and distribution of various bio-control agents and machineries/equipment/ recurring durables in perfect working condition.
7. To maintain, execute and update calibration and validation schedule of all equipment and instruments.
8. Facilitate to carry out maintenance of all instruments, AMC renewals etc at the appropriate time
9. Ensure that all laboratory activities comply with relevant regulations, standards, and safety procedures.
10. Ensure segregation and safe disposal of all the waste generated at the lab.
11. Keep the lab neat, clean and well stocked with the raw materials for bio-control agent production.
12. Participate in training and evaluation conducted by Council conducted from time to time.
13. Provide any valuable inputs to the management for better and quality service by the lab & organization.
14. Maintain work ethics and team building within the Council.
15. Any other work related to the lab as per the directions from Council management.

Job Profile:

Education : Graduation in Agriculture/Horticulture or Allied Sciences preferably Post graduation in Entomology/Pathology/Post Graduate Diploma in Commercial Production of Bio-control Agents.

Experience : 3 years relevant experience desirable.

Core Competencies:

- *Deep knowledge of bio-control agents, all related equipment, machineries and all the recurring raw materials.*
- *Positive, flexible and learning approach to work having ability to brainstorm and solve challenges.*
- *Aptitude to learn and refresh the acquired knowledge to keep abreast with the latest developments, work independently, but being a part of the Council.*

Job Title : Assistant Manager (Soil Lab - SPAAC)

Job Description:

Reporting to : District Manager
Supervising : Soil analyst/ laborers
Team Membership : The District Team, PARG IRGs - all districts, IRG Unit-HQ.
Liaising with : PARG IRGs - all districts, IRG Unit-HQ.

The main duties are:

- 1. Facilitate the timely testing of all of the soil samples immediately in regular manner and issue of soil health cards.*
- 2. Preparation of periodic action plan for soil sample testing.*
- 3. Liaise with the stakeholders involved by constant interactions with them to foresee the requirements of soil sample analysis.*
- 4. Attend periodic review meetings conducted by concerned District Manager and/ or Top Management and appraise the working of the lab.*
- 5. Maintain all records pertaining to soil sample analysis.*
- 6. Maintain all the records pertaining to the machineries, equipment and other recurring durables and keep all of them in perfect working condition.*
- 7. To maintain, execute and update calibration and validation schedule of all equipment and instruments.*
- 8. Facilitate to carry out maintenance of all instruments, AMC renewals etc at the appropriate time*
- 9. Ensure that all laboratory activities comply with relevant regulations, standards, and safety procedures.*
- 10. Ensure segregation and safe disposal of all the waste generated at the lab.*
- 11. Keep the lab neat, clean and well stocked with all the required chemicals, glasswares and other essential durables.*
- 12. Participate in training and evaluation conducted by Council conducted from time to time.*
- 13. Provide any valuable inputs to the management for better and quality service by the lab & organization.*
- 14. Maintain work ethics and team building within the Council.*
- 15. Any other work related to the lab as per the directions from Council management.*

Job Profile:

Education : Graduation in Agriculture/Horticulture or Allied Sciences preferably Post graduation in Soil Science & Agricultural Chemistry/Biochemistry/Chemistry.

Experience : 3 years relevant experience desirable.

Core Competencies:

- *Deep knowledge of Soil Science & Agricultural Chemistry, all related equipment, machineries and all the recurring raw materials needed in Soil Testing Labs.*
- *Positive, flexible and learning approach to work having ability to brainstorm and solve challenges.*
- *Aptitude to learn and refresh the acquired knowledge to keep abreast with the latest developments, work independently, but being a part of the Council.*

Assistant Manager (Plug Nursery - HVSPC)

Job Description:

<i>Reporting to</i>	<i>: District Manager</i>
<i>Supervising</i>	<i>: Office /Management Assistant, Nursery laborers</i>
<i>Team Membership</i>	<i>: The District Team, PARG IRGs - all districts, IRG Unit-HQ.</i>
<i>Liaising with</i>	<i>: PARG IRGs - all districts, IRG Unit-HQ.</i>

The main duties are:

- 1. Facilitate the timely production and distribution of all of the listed seedlings and planting materials in sufficient quantity to meet their requirements.*
- 2. Identify demand and requirements of different seedlings within the State.*
- 3. Preparation of periodic action plan for production and supply of all seedlings.*
- 4. Attend periodic review meetings conducted by concerned District Manager and/ or Top Management and appraise the working of the nursery.*
- 5. Liaise with the stakeholders involved by constant interactions with them to foresee the requirements of seedlings at regular intervals.*
- 6. Maintain all records pertaining to production and distribution of seedlings.*
- 7. Maintain all the records pertaining to the machinery, equipment and other recurring durable and keep all of them in perfect working condition.*
- 8. To maintain, execute and update calibration and validation schedule of all equipment and instruments.*
- 9. Facilitate to carry out maintenance of all instruments, AMC renewals etc at the appropriate time*
- 10. Ensure that all nursery activities comply with relevant regulations, standards, and safety procedures.*
- 11. Ensure segregation and safe disposal of all the waste generated in the nursery.*
- 12. Keep the nursery neat, clean and well stocked with the raw materials for seedling production.*
- 13. Participate in training and evaluation conducted by Council conducted from time to time.*
- 14. Provide any valuable inputs to the management for better and quality service by the lab & organization.*
- 15. Maintain work ethics and team building within the Council.*
- 16. Any other work related to the unit as per the directions from Council management.*

Job Profile:

Education : Graduation in Agriculture/Horticulture or Allied Sciences preferably Post graduation in Horticulture/ Post graduate diploma in seedling production or nursery management techniques.

Experience : 3 years relevant experience desirable.

Core Competencies:

- Deep knowledge of raising seedlings, all related equipment, machineries and all the recurring raw materials.
- Positive, flexible and learning approach to work having ability to brainstorm and solve challenges.
- Aptitude to learn and refresh the acquired knowledge to keep abreast with the latest developments, work independently, but being a part of the Council.

Job Title : Assistant Manager (Export)

Job Description

Reporting to : Manager Marketing

Supervising : None

Team membership : Assistant Manager /DM Export, Manager Export

Liaising with : Manager Marketing, Managers, District Managers, Export Cell

The main duties are

- 1. Preparation of strategy document for implementation of Agriculture Export Policy in Kerala in consultation with all stake holders*
- 2. Assistance in preparing export projects, and coordination of its implementation*
- 3. Monitoring and coordinate export activities and facilitate in price realisations*
- 4. Support and organize capacity building programmes for stakeholders*
- 5. Identify product quality related gaps for export market for identified Agro produce*
- 6. Develop strategies for effective utilization of market research and analysis data across stake holders as a Nodal agency*
- 7. Identify potential for export oriented clusters/ FPOs*
- 8. Liaise with export cell and support in coordination of its activities*
- 9. Monitor and guide in data collection, compilation and dissemination*
- 10. Liaise with Central/State Govt ,export agencies like APEDA, DGFT, PQ, WTO Cell Commodity Boards etc to bring about export promotion in the state.*

Job Profile

Education : Bsc Agriculture.

Preference - MBA degree preferably in International Trade/Export Management , Knowledge of marketing of Agriculture produce and its value added products, Supply chain and logistics management.

Experience: 3 years relevant work experience is desirable.

Core Competences:

- Positive , flexible and learning approach to work showing an ability to solve problems*
- Knowledge of Import Export activities and compliances*
- Excellent presentation and computer skills*
- Should have export market understanding and costing of entire value chain*
- Have a basic understanding of supply base for exportable Products and should be able to leverage contacts to identify reliable suppliers/ Farmer groups*
- Promoting fresh /value added products*
- Understanding on effective utilization of existing infrastructure and requirements for export prospective crops*
- Ability to orient farmers towards export goals and develop organizational, analytical planning and assessment skills.*

1. Job Title : Assistant Manager - Krishi Business Kerala (KBK)

Job Description

Reporting to : Director (Projects)

Supervising : Management Assistant, Labourers

Team membership: Assistant Manager /DM Seed Production, Bio Control lab, IRG, HVSPC, Export

Liaising with : District Managers, Manager SPP, Export Cell, Assistant/ Deputy Manager (IRG), Manager (Finance & Accounts), all IRG units.

The main duties are

- 1. Monitoring of production, marketing, storage and quality control of Agri inputs, fruit plants, ornamental plants etc.*
- 2. Plan, control and monitor the day to day operations and activities of the unit.*
- 3. Monitoring the production and sales of Agri inputs in the unit.*
- 4. Monitoring the production of IIHR / KAU licensed products like Vegetable special, Banana special and AYAR etc.*
- 5. Monitoring the retail sales of the unit*
- 6. Monitoring the sales and purchase activities of the unit*
- 7. Monitoring the logistics management including the vehicle management in the unit.*
- 8. Implementation of various scheme allotted to the unit.*
- 9. Planning, implementation and documentation of externally funded schemes.*
- 10. Supervision of fund management of the unit including purchase of inputs and payment to suppliers and all transactions pertaining to cash and bank.*
- 11. Timely settlement of purchases and expenditures pertaining to the unit.*
- 12. Monitoring the receivables, reconciliation of accounts*
- 13. Management of manpower of the unit.*
- 14. Overall control of fixed asset and physical stock.*
- 15. Any other work entrusted by the Management from time to time.*
- 16.*
- Sourcing of all items required for the unit following store purchase norms.*
- 17.*

Job Profile

Education : Bsc Agriculture/Horticulture.

Preference - Post Graduate Degree in Agriculture/Horticulture.or Management

Experience: 3 years relevant work experience is desirable.

Core Competences:

- Positive , flexible and learning approach to work showing an ability to solve problems*
- Knowledge of modern human resource development skills*
- Strong inter- personal and communication skills*
- Ability to manage and resolve staff conflict.*

Project Area Resource Group - Deputy Manager (PARG)

Job Title : PARG - Credit

Job Description

Reporting to : District Manager

Supervising : Assistant Managers & Support Staff of the District

Team membership : Assistant/ Deputy Manager (MIS), Manager Credit & District Team.

Liaising with : Managers, Banks, **Insurers**, District Team, Farmers.

The main duties are :

15. Assist the District Manager to plan, direct, control and monitor the day-to-day operations and activities of the Credit Unit under his/ her control in accordance with the current Council strategies and policies.
16. Assess and report on the impact of planned activities defined in the Council's Annual Plans.
17. Undertake field visits and provide technical support and advice to the Credit Project Area Resource Group staff.
18. Liaise with Assistant Managers on the findings of field visits.
19. Guide, supervise and co-ordinate the activities of the Assistant Managers (FC).
20. Manage timely updating of loan disbursement and repayment data.
21. Liaise with LDM and AGM NABARD for fixing the scale of finance of various crops in the district.
22. Prepare Training materials for farmer trainings, bank staff training, organize farmer, bank, staff training and provide technical services as a resource person during these training events.
23. Implementation and monitoring of crop insurance and farmer insurance scheme in liaison with insurance agencies.
24. Conduct periodical credit repayment campaigns and bank farmer interactions.
25. Monitor timely disbursement of insurance claims.
26. Maintain computerized Credit Monitoring System.
27. Liaise with and support the A&F Division with respect to the management of the Credit Revolving Fund.
28. Strengthen linkages amongst Banks, Insurers and the Council and other institutions providing financial services to fruit and vegetable producers.
29. Perform other duties, consistent with the Council policies and strategies for Credit, as required by the Director Projects and Director A&F.

Job Profile

Education : This is a promotion post for Assistant Manager (HG) based on assessment.

Experience : At least 12 years of management experience in the relevant sector of which minimum of 4 years has been spent in a senior management position.

Core competences:

- Strong communication skills and an ability to share and network information.

- Positive, flexible and learning approach to work showing ability to brain storm and solve problems.
- Team leadership skills and ability to work in collegiate and non-hierarchical terms.
- Ability to manage staff and develop their full potential through rigorous pursuance of agreed targets and appropriate devolution of authority to staff.
- Knowledge of the Indian banking and insurance sectors.
- Knowledge of participatory approaches for the planning and management of small loan schemes.

Job Title : **PARG - Training**

Job Description

Reporting to : District Manager

Supervising : Assistant Managers & Support Staff of the District

Team membership : Assistant/ Deputy Manager (MIS), Manager Training & District Team

Liaising with : Managers, Training Institutions, District Teams, Farmers.

The main duties are :

10. Prepare, develop and train staff of the district in the use of the Council's Field Guidelines.
11. Prepare and implement the Council's Staff Development Strategy for the district staff.
12. Plan, direct, control and monitor the day-to-day operations and activities of the District Training Unit in accordance with the current Council strategies and policies.
13. Develop best practices for training methods, delivery, monitoring and evaluation.
14. Develop and produce training manuals, materials and publications for staff and farmer use.
15. Assess and report on the physical and financial progress and the impact of the planned activities.
16. Guide, supervise and co-ordinate the activities of the Assistant Managers in canvassing external agencies for paid trainings and effectively use District Offices as Training Venues.
17. Train the Assistant Managers on all topics related to agriculture and allied activities and empower the Assistant Managers to conduct various training programs for staff, farmers, other institutions, general public and the like within and outside the district as instructed by Council. These Assistant Managers shall be empaneled as Expert Trainers for paid trainings.
18. Perform other duties, consistent with the Council policies and strategies for Training, as required by Director (Projects).

Job Profile

Education : This is a promotion post for Assistant Manager (HG) based on assessment.

Experience : At least 12 years of management experience in the relevant sector of which minimum of 4 years has been spent in a senior management position.

Core competences :

- Ability to share and network information.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.

- Team leadership skills and ability to work in collegiate and non-hierarchical terms.
- Ability to manage staff and develop their full potential through rigorous pursuance of agreed targets and appropriate devolution of authority to staff.

Job Title : **PARG - (Production & Technology)**

Job Description

Reporting to : Director (Projects)

Supervising : Assistant Managers and Supporting Staff of the District.

Team membership : Assistant/ Deputy Manager - MIS, Manager P&T, District Team.

Liaising with : District PAO, District Manager, District Team, Farmers

The main duties are :

9. Assist Manager P&T in identification, formulation and implementation of Projects.
10. Assist District Manager to plan, direct, control and monitor the implementation of different schemes under Government of Kerala and other external agencies.
11. Plan, direct, control and monitor the day-to-day operations and activities of the District P&T unit in accordance with the current Council strategies and policies.
12. Assess and report on the physical and financial progress and the impact of the planned activities.
13. Train the Assistant Managers from the Project Area for smooth implementation of the schemes.
14. Develop packages of recommendations of best practices including organic farming.
15. Liaising with R&D institutes for solving field problems.
16. Implement Pest & Disease surveillance and dissemination of information regarding pest & disease management practices.

Job Profile

Education : This is a promotion post for Assistant Manager (HG) based on assessment.

Experience : At least 12 years of management experience in the relevant sector of which minimum of 4 years has been spent in a senior management position.

Core competences :

- Knowledge of participatory methodologies for managing process oriented rural development projects.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Community organization and facilitation, including the ability to develop farmers' organizational, analytical, planning and assessment skills.
- Knowledge of Kerala's farming systems.
- Aptitude to learn and explain the principles of fruit and vegetable production, pest and disease management and best production practices.

- Ability to stay and work with people in rural environments.

Job Title : PARG - Marketing

Job Description

Reporting to : District Maangers

Supervising : Assistant Managers and Support Staff of the District

Team membership : Assistant/ Deputy Manager - MIS, Manager Marketing, District Team.

Liaising with : Manager, Engineer, District Team, Farmers

The main duties are :

23. Assist Manager Marketing in identification formulation and implementation of Projects related to Export & Marketing.
24. Assist District Manager to plan, direct, control and monitor the day-to-day operations and activities of the Marketing Unit under his/her control in accordance with the current Council strategies and policies.
25. Assess and report on the impact of planned activities using the indicators defined in the Council's annual plans.
26. Guide, supervise and co-ordinate the activities of the Assistant Managers in the District.
27. Train the Assistant Managers of the District.
28. Strengthen linkages amongst the producers, traders, the Council and other institutions relevant to the marketing of fruits and vegetables.
29. Perform other duties, consistent with the Council policies and strategies for marketing, as required by District Manager
30. Develop market based reports and assist Manager Marketing to publish reports in journals, magazines and newspapers.
31. Identify and contact institutions who would be interested in MIC information and provide information on required basis.
32. Produce market trends for main crops promoted by the Council on an annual basis in co-ordination with Data Analyst.
33. Study the market information systems of other Government organizations to bring about changes in the Council's MIC, if required.
34. Liaise for HQ support in land purchase and building construction.
35. In liaison with the Deputy Manager (MIS) monitor the computerization of Swasraya Karshaka Samithis (Vipanimitra)
36. In liaison with the Deputy Manager (MIS) verify, maintain, analyse and report on Samithi data supplied by District Team on quantity marketed, sales turnover etc.
37. Develop interaction among Samithis and establish sustainable networking systems.
38. Prepare a Samithi directory to be circulated among Samithis and traders.
39. Develop a support package for traders and organize public marketing support.
40. Facilitate key linkages in the field, including linkages between Samithis, small scale processing units and development institutions.
41. Co-ordinate a study on export potential for fruits and vegetables and prepare an export strategy for the Council.

42. Undertake brand development of Kerala grown vegetable marketed through franchise retail shops.
43. Undertake product promotion exercises to increase consumption of vegetable and on specific local fruits and vegetables.
44. Develop a National and International trade directory.

Job Profile

Education : This is a promotion post for Assistant Manager(HG) based on assessment.

Experience : At least 12years of management experience in the relevant sector of which minimum of 4 years has been spent in a senior management position.

Core competences :

- Ability to share and network information.
- Positive, flexible and learning approach to work showing an ability to brain storm and solve problems.
- Team leadership skills and ability to work in collegiate and non-hierarchical terms.
- Ability to manage staff and develop their full potential through rigorous pursuance of agreed targets and appropriate devolution of authority to staff.
- Knowledge of fruit and vegetable retailing and promotion.
- Knowledge of horticulture and agricultural produce wholesale marketing.
- Knowledge of market research methodologies.
- Knowledge of small scale processing of fruits and vegetables.
- Knowledge of horticulture and agriculture market information systems.

Job Title : Assistant Manager - Internal Revenue Generation(IRG)

Job Description

Reporting to : Director (Projects)

Supervising : Management Assistant

Team membership: Assistant Manager /DM Seed Production, Bio Control lab, KBK, HVSPC, Export

Liaising with : District Managers, Manager SPP, Export Cell, Manager (Finance & Accounts), KBK's, all IRG units.

The main duties are

- 1. Monitoring the income generating activities/IRG units in various districts.*
- 2. Convening IRG committee meetings regularly and intimating decisions to the staff concerned.*
- 3. Fixing the rates of items, adding new items to the list, inviting tender related to IRG activities, identifying agencies for the procurement of various items.*
- 4. Explore and formulate various income generation activities.*
- 5. Identify and implement new projects related to IRG in the Council.*
- 6. Identify and arrange items produced by farmers for sale.*
- 7. Providing advances and settlement of claims as per the procedure.*
- 8. Settling issues in connection with IRG with the concurrence of top management.*
- 9. Implementation of Harithanagari scheme so as to produce farm fresh good quality vegetable from one's own household.*
- 10. Model vegetable garden established at VFPCCK Headquarters, Terrace and maintained constantly monitored.*
- 11. Sale promotional activities relating to vegetable seeds and publicity on Harithanagari done through news paper, magazine, radio talk and field work.*
- 12. Maintaining files and registers to Harithanagari*
- 13. Responsible for all activities related to Mushroom Unit at HQ.*
- 14. Any other duties and responsibilities related to IRG assigned by the Council.*

Job Profile

Education : Bsc Agriculture/Horticulture.

Preference - Post Graduate Degree in Agriculture/Horticulture.or Management.

Experience: 3 years relevant work experience is desirable.

Core Competences:

- Positive , flexible and learning approach to work showing an ability to solve problems*
- Knowledge of modern human resource development skills*
- Strong inter- personal and communication skills*
- Ability to manage and resolve staff conflict.*

Job Title Computer Programmer

Job Description

Reporting to : Director (A&F)

Supervising : None

Team membership : Managers, District Managers and Assistant /Deputy Manager (MIS)

Liaising with : Managers, District Managers, Assistant/Deputy Managers at HQ and at Field level.

The main duties are :

1. Software maintenance & Data Processing of
 - a. Farmers database
 - b. Marketing database
 - c. Credit Monitoring system
 - d. Insurance
 - e. Area & Production
 - f. Krishiankanam
 - g. Share holders database
 - h. Asset database
2. Hardware maintenance monitoring
3. Technical support to all staff
4. Technical support to Deputy Manager MIS
5. Custodian of all files in MIs Unit

Job profile

Education : MCA or Degree in any discipline and Diploma in Computer Engineering/ PGDCA

Experience : 3 years relevant work experience.

Job Title : Office Superintendent

Job Description

Reporting to	:	Director (A&F)
Supervising	:	Drivers
Team membership	:	A&F Team
Liaising with	:	District Managers, Managers, Drivers, and Overseers

The main duties are

1. Manage and coordinate the drivers of the Project Area and at the Headquarters.
2. Manage and coordinate security staff.
3. Manage all office housekeeping affairs.
4. Maintain register of the Council's assets.
5. Custody and upkeep of the Council's assets at the headquarters level.
6. Periodic verification of the Council's assets at headquarters and in the field.
7. Arrange for the insurance of Council assets and the execution of annual maintenance contracts.
8. Participate in the procurement of goods and services as instructed and in accordance the Council's purchasing policies.
9. Manage the efficient and preventive maintenance and utilisation of the Council vehicles as per standing executive orders.
10. Perform duties as required by the Director A&F.

Job profile

Education	:	This is the promotion post for Executive Assistant Grade I based on assessment.
Experience	:	10 years work experience relevant to the job.

Core competences

- Positive, flexible and learning approach to work.
- Strong computer skills.
- Good inter-personal, networking and communications skills.
- Ability to coordinate and carry out general office administration functions.
- Ability to do independent correspondence.

Note :

When VFPCCK is incorporated in 2001, as per the decision taken by the Board of Directors on 24.02.2001, there is one post of Office Secretary with qualification as SSLC with typing English (Higher) plus short hand (lower) plus Typing Malayalam(Lower). This post is re-designated as Office Superintendent.

Job Title : **Executive Assistant**

Job Description

Reporting to : Concerned Division/Unit Head

Supervising : None

The main duties are :

1. Provision of secretarial assistance.
2. Take dictation, type drafts and fair copies of documentation and correspondence and forward as appropriate.
3. Receipt and routing of external and internal messages and communications.
4. File documentation and correspondence in a timely and systematic manner.
5. Be custodian of files, records and registers entrusted.
6. Make appropriate arrangements for meetings, conferences and official travel.
7. `Ensure economic use of stationery, electricity and other office consumables.
8. Coordination of various office functions as required.
9. Assistance as required during Council presentations.

Job profile

Education - Degree plus any one of the following
- PGDCA
- Diploma in Commercial Practice

Experience : At least three years of relevant experience.

Core competences

- Positive, flexible and learning approach to work.
- Excellent secretarial skills and ability to work with minimum supervision
- Computer proficiency and ability to handle modern office equipment
- Good inter-personal skills and telephone manner

Job Title : Overseer

Job Description

Reporting to : Engineer

Team membership : Manager Marketing, District Managers, Assistant/Deputy Manager (Accounts)

Liaising with : Manager (Marketing), Assistant/Deputy Manager (Marketing), Managers and District Managers.

The main duties are :

1. Assist the Engineer for preparation of plan/ drawings of any civil construction works
2. Assist the Engineer for preparation of tender documents for civil works.
3. Prepare estimates for civil works carried out through the Council
4. Assist the Engineer for laying out construction works.
5. Monitor the construction works of ‘Swasraya Karshaka Samithi’ building and report the status to the Engineer from time to time.
6. Prepare measurement books and submit the same to the Engineer.
7. Scrutinize the bills submitted by the Civil Contractor.
8. Liaison with the Samithi Committee and the Civil Contractor in the matter of construction works.
9. Attend any other work entrusted by the Engineering Section from time to time.

Job profile

Education : Pre-degree /Higher Secondary plus Diploma in Civil Engineering

Experience : 3 years relevant work experience.

Job Title : Management Assistant

Job Description

Reporting to : Concerned Division/Unit Head

Supervising : None

Position 1 – Reception

1. Complete management of the EPABX system, FAX and computer facility at reception desk.
2. Deal with visitors in courteous manner.
3. Respond to telephone enquiries in a courteous manner.
4. Receipt and routing of inward communications.
1. Receipt, custody and issue of postage stamps, envelopes and other office consumables.
5. Maintenance of notice board and liaison with security.
6. Maintenance of first aid box.
7. Monitoring of telephone/FAX expenses and certification of telephone bills and advice to accounts for recovering bills.

Position 2 - Management Information System

1. Undertake computer based activities including data entry, data processing, consolidation and generation of various reports.
2. Backup computer data.
3. Undertake typing assignments in English and Malayalam as required.
4. Report computer repair and maintenance requirements.
5. Keep records of photocopying.

Position 3 – Market Information Centre

1. Data collection from markets all over Kerala.
2. Data entry and dissemination of market data.
3. Undertake computer based activities including data entry, data processing, consolidation and generation of various reports.
4. Backup computer data.
5. Undertake typing assignments in English and Malayalam as required.
6. Keep records of photocopying.
7. Secretarial assistance to Manager (Marketing)

Position 4 – Secretarial Assistance to Managers / Deputy Managers

1. Handle correspondence
2. File and retrieve records in a systematic manner
3. Type drafts and fair copies of documentation and correspondence and forward as appropriate.
4. Operate office equipment including phone, fax, photocopiers and others as required.
5. Maintain prescribed registers and records.
6. Receipt, custody and issue of stationery and other office equipments.
7. Provide secretarial assistance to the Managers/Deputy Managers.

Note: The duties of Positions 1 to 4 are subject to rotation based on executive orders.

Job profile

Education : Diploma in Commercial Practice / Higher Secondary or equivalent and certificate in Data Entry Operator Course.

Experience : At least three years of relevant experience.

Core competences

- Positive, flexible and learning approach to work.
- Good inter-personal skills and ability to work unsupervised.
- Computer proficiency and ability to handle modern office equipment.

Job Title : **Driver**

Job Description

Reporting to : Office Superintendent

The main duties are:

1. Driving: Safe driving, handling and monitoring of preventive and breakdown maintenance, cleaning vehicle, ensure proper records/documents of the vehicle, reminding admin division for timely remittance of tax duties and insurance.
2. Maintenance of records, assistance to travelling officers, routine office/bank duties
3. Other : All general office duties entrusted from time to time

Job profile

Education : SSLC plus
- LMV driving license with Badge

Experience : At least three years of relevant experience.

Core competences

- Positive, flexible and learning approach to work.
- Good driving skills (where applicable)
- Ability to handle modern office equipments.

Job Title : Lab Assistant

Job Description

Reporting to : Concerned Division/Unit Head

The main duties are:

1. Assisting in preparation of media and sterilization.
2. Ex-plant preparation, surface sterilization, initiation, sub-culturing (multiplication, rooting etc.)
3. Sterilization of instruments such as forceps, blade holders, plates, etc.
4. Hardening of tissue culture plants.
5. Production of Mushroom spawn.

Job profile

Education : 1. Course Certificate (Tissue Culture)
2. Plus Two and VHSE (Tissue Culture) course certificate

Experience : At least three years of relevant experience.

Job Title : Office Assistant

Job Description

Reporting to : Concerned Division/Unit Head

The main duties are:

1. To act as a messenger and custodian of Office key.
2. Perform duties as directed by Director A&F, Managers, and other Superiors.
3. All general office duties including cleaning entrusted from time to time.

Job profile

Education : SSLC plus two wheeler Driving License

Experience : At least three years of relevant experience.

Core competences

- Positive, flexible and learning approach to work.
- Ability to handle modern office equipments.

Job Title : **General Assistant**

Job Description

Reporting to : Manager (HR)

The main duties are:

1. Preparation and serving of light refreshments in Office Canteen.
2. Cleaning office and Premises and other duties assigned from time to time.
3. Assisting the person in charge of dispatch in sending the parcel/courier.

Job profile

Education : 7th standard

Experience : At least three years of relevant experience.

Core competences

- Positive, flexible and learning approach to work.

Job Title : Processing Labourer

Job Description

Reporting to : Manager (SPP)

The main duties are :

1. Assistance for scientific processing, colouring, storing and packing of seeds.
2. Production of vegetable & fruit seedlings and hardening of Tissue culture plants.
3. Maintenance of SPP premises.
4. Other works to be undertaken by the direction of the management.

Education : Ability to read and write Malayalam.

Experience : At least 4 years of specialized experience in the field of commercial vegetable seed processing and testing in any Government or Public Sector Undertaking or any leading private sector organization.