

Mission Associate – Job Description

The main responsibility of the Mission Associates (MAs) at the VSTF HQ will include:

- The Mission Associates will assist Mission Manager to undertake various project interventions;
- Support Mission Managers to prepare annual convergence plan and initiate actions with the support of other line departments for support;
- Identify critical issues in project implementation and submit them to the Mission Managers and the VSTF management for remedial actions to address the constraints at appropriate level;
- Undertake extensive field visit and ensure project expenditures are incurred in accordance with the provisions in the Village Development Plans and Annual Work Plan and Budget;
- Ensure that the project financial and physical progress reports are submitted in compliance with the VSTF documentation and requirements and the government including the RIMS (Result and Impact management system) and other indicators;
- Keep up to date information about the project, its progress both physical and financial and provide required feedback to Mission Managers;
- Ensure the establishment and operations of the overall programme monitoring and evaluation systems including the RIMS survey and in compliance with the overall requirements of the GoM;
- Ensure that the M&E of the participating institutions is adequate to provide the required information for timely preparation and submission of periodical progress reports;
- Carry out the M&E functions including direction of baseline surveys and impact assessment studies in the project area GPs;
- Work in close coordination with the participating NGO and private sector agencies and obtain and secure required data and information on a regular basis;
- Undertake field visit, along with the NGO staff, where necessary and make on the spot assessment and validation of the progress reports submitted by the NGO;
- Prepare progress reports, containing, inter alia, an analysis of successes, problems, constraints and design issues that would help annual reviewers by supervision missions and a mid-term review by VSTF, GoM and other stakeholders.
- Any other tasks assigned by the VSTF Mission Managers.

Age Criteria

25 – 35 Years as on 30th April 2018

Experience

01 Year to 03 years of relevant experience

Education

Any Graduate/ Post Graduate