DIRECTORATE OF PLACEMENT AND COUNSELLING
PANT UNIVERSITY OF AGRICULTURE AND TECHNOLOGY-PANTNAGAR

PLACEMENT NOTICE

DPC No- 736
date- 23.11.21

BAIF Development Research Foundation

JOB DESCRIPTION FOR THE POSITION OF: PROJECT OFFICER – from G. B. Pant University, Uttarakhand (B.Tech Agri. Engg.)

BAIF (BAIF.org.in) is a leading group of organizations working in the development sector with a focus on the projects of rural development. It is spread across more than 12 states in India. It collaborates with many large international foundations, various state governments and central government. It is also a preferred choice of many large Indian and multinational corporates for conceptualizing and implementing their CSR strategy and projects.

1. Reporting Structure:

The position reports to the Thematic Head / Programme Manager/Project Leader

2. Role: To work in a team and manage the Projects / Programmes in a specified geographical area (State / Region or Thematic area)

3. Brief Job Responsibilities:

1. Coordination of projects for rural development, natural resource management, climate change adaptation and mitigation, etc.
2. Conduct technical and social survey, plan, design and estimates of the Natural Resources Conservation interventions
3. Coordination of adaptive research trials in the project area
4. Document the project impacts for dissemination within the organisation
5. Provide technical and managerial support for various projects under implementation
6. Prepare project proposals in consultation with the thematic experts
7. Share project progress through project MIS, submit progress reports in the timeline set as per the guidelines, presentations and discussions in the meetings
8. Scout, test and scale-up new and innovative technologies, concepts and approaches
9. Liaising with various national and international funding agencies and research organizations

4. Education and Experience:

Education: Bachelor's degree in Agriculture Engineering

Certification programs: Computer literacy certification

Experience: Experience from the Rural Development / Research /Agri. Business sector is desirable though not a prerequisite.

Skills & competencies: Written and verbal English Communication skills, Auto Cad and knowledge of computer and internet applications, Analytical skills, Data management and Project management skills.

5. Compensation: Starting emoluments will typically be at the CTC level of Rs. 3, 46,500/-per annum.