



WEST ASSAM MILK PRODUCERS' CO-OPERATIVE UNION LTD.
Juripar, R.K. Jyotiprasad Agarwala Road, Panjabari, Guwahati – 781037

Terms of Reference

For position of Assistant-I (Procurement & Input) to be posted at WAMUL areas of operations in Assam

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| Qualification | Full time BA/ B.Com/ B.Sc. from a recognized institute/University. |
| Experience | Minimum 1 year of full time relevant working experience, preferably in development sector. Experience in village-based extension activities will be an added advantage. |
| Language | Working knowledge in Assamese, Bengali and Hindi (Any two). |
| Computer Skills | Must have basic knowledge of using Internet based applications. |
| Age | Not above 30 years as on 1st January, 2025 . However, relaxation may be given in case of candidates with relevant experience. |
| Salary | CTC Rs. 3.79 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience) |
| Main Responsibilities | <ul style="list-style-type: none"> • Opening of DCS/PDCS & to increase the producer members for his allotted area • Attending milk collection at DCS/PDCS level regularly and addressing farmer's grievances • Monitoring of milk transport vehicles on regular basis. • Monitoring in providing input services to farmers at doorstep. • Ensuring timely milk bill payment to producer members and submission of receipts to accounts. • Monitoring of BMC dispatch and receiving of Milk at Dairy Plant (Quantity and Quality). • Ensuring continuous governance and accounting system at DCS/PDCS level. • Ensuring the follow ups as per the directions given by Group Head (P&I), WAMUL /Executive (P&I), WAMUL. |
| Additional Skills/Desirables | <ul style="list-style-type: none"> • Should have the ability to work effectively in rural areas. • Should be self -motivated and with a passion to serve the people. • Should be able to comprehend and communicate the organizations policies and program. • Ability to work independently as well as in teams. • Leading, inspiring and building trust • Creative thinking and innovation • Focusing on result • Thinking strategically • Building relationship and teamwork • Influencing and persuading • Resolving conflicts and other problems • Being adaptable |
| Reporting, Performance Review, Payment terms and leave | <ul style="list-style-type: none"> • The Assistant-I (Procurement & Input) for Milk Procurement Field Supervision will report to the Executive (Procurement & Input), WAMUL. • Performance will be reviewed as per Key result areas (KRA). The remuneration may be enhanced on an annual basis as per prevailing rules, which will be performance based • He/ She will be eligible for paid leaves/Holidays as per the applicable norms/policy of WAMUL. • Conveyance allowance and TA/DA for field movement within the operational area as per the eligibility will be provided. |