



EAST ASSAM MILK PRODUCERS' CO-OPERATIVE UNION LTD.
Nilomoni Bhawan, Na-Ali, Jorhat, Assam. Pin-785001

JOB INFORMATION:

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| Position | Executive (Procurement and Input) |
| Qualification | Full time PGDM- Rural Management/ PGD- Development Management/ MBA (Rural Management)/ MSW from a recognized Institute/University or Full time Graduate in Dairy Technology / Agriculture / Veterinary Science from a recognized Institute/University |
| Experience | Minimum 3 years of working experience preferably in livelihood sector with an NGO/ Village based Institution. Experience in village-based extension activities including milk procurement will be an added advantage. |
| Job Location | EAMUL area of Operation district |
| Computer Skills | Must have experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point and other related applications. |
| Language | Fluency in Assamese, English and Hindi |

Age: Not above 35 years as on 1st January, 2025. Relaxation may be given in case of extraordinary/ outstanding candidates with relevant experience as decided by the Competent Authority.

Salary: CTC Rs. 8.37 lakhs per annum including P.F & other Contributions. (Negotiable and commensurate with qualification and experience)

Main Purpose

- To establish milk procurement network.
- To identify suitable place for BMC installations.
- To train & educate the project functionaries.
- To encourage female participation in Dairy industry.
- Implementation of projects activities as per targets.

Main Responsibilities:

- Primarily responsible to meet the procurement/DCS/PDCS/BMC/Members targets as planned for the area of operation/ allotted zone.
- Conducting training programme, awareness camps at village for increasing women participation in dairying.
- Maintenance of milk routes, guiding the supervisor's activities and its monitoring.
- Ensuring that proper weighing, testing and chilling activities are carried out at all the BMC centres. Proper record maintenance at all the BMC centres.
- Ensuring quality of the collected and supplied milk from the procurement area.
- Monitoring the collection and testing activities at all the BMC centres and supervising the BMC staffs.

- Attending milk collection on regular basis at DCS/PDCS level and resolving farmer's grievances.
- Ensuring that the daily milk collection data is received by the billing section at head office for timely preparation of milk bill.
- Organizing village level awareness programmes with the dairy farmers regarding the benefits of an organized milk collection system.
- Preparation of training calendar for the milk producers, Assistants and arranging the training in association with Group Head (HR)/ Executive-HR (Training).
- Budget calculation for the training and extension materials.
- Preparation of extension material in local language.
- Coordinating with field supervisors for conducting various training programmes at village level.
- Arranging farmer's meet, animal health camp and other services with the help of Manager/Dy. Manager procurement.
- Identification and appointment of DCS/PDCS Secretary, Local Resource Persons (LRPs) and other village functionaries as and when need arises.

Desirables:

- Experience of providing capacity building for village-based institution and dairy farmers. Should be a good motivator with exceptional communication skills.
- Ability to work effectively in teams as well as independently.
- Should have experience of working in rural environment.
- Ability to travel extensively.

Additional Skills:

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| Skills/Attributes: | <ul style="list-style-type: none"> • Ability to work effectively in teams as well as independently. • Focusing on result • Thinking strategically • Resolving conflicts and other problems • Being adaptable |
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Reporting, Performance Review and Leave Terms:

- The Executive (Procurement & Input) will report to Group Head P&I, EAMUL.
- 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.
- The Executive (Procurement & Input) will be eligible for paid leaves/Holidays as per the applicable norms/ policy of EAMUL.
- For any authorized tour within the operational areas, he/she will be paid TA/DA as per norms/policy of EAMUL.

