



WEST ASSAM MILK PRODUCERS' COOPERATIVE UNION Ltd.
Juripar, R.K Jyotiprasad Agarwala Road, Panjabari, Guwahati –781037

JOB INFORMATION:

Position	Executive (Procurement & Input) for “Village Based Milk Procurement System”
Qualification	Must have Full time B.Tech/B.VSc/ B.Sc/B.E with First Class. Full time PGDM– Rural Management/ PGD– Development Management/ MBA (Rural Management)/ MSW from a recognized Institute/University shall be an added advantage.
Experience	Minimum 3 years of full time working experience in field projects. Experience in village-based extension activities will be an added advantage.
Job Location	WAMUL’s area of operations across Assam.
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, Hindi and English.

Age: Not above **33 years as on 1st January, 2025**. However, relaxation may be given in case of appropriate/ outstanding candidates with relevant experience.

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

Scope of Position of Executive (Procurement & Input) for “Village Based Milk Procurement System”

An initiative has been taken under Assam Dairy Development Plan (ADDP) to promote and expand cooperative dairying across Assam through the Cluster Milk Unions. As a part of the said plan West Assam Milk Producers Cooperative Union Ltd. (WAMUL) intends to hire few potential Manpower to carry out the activities related to DCS organization, milk procurement/ Input services to procure members as per plan, and any such activities as directed from time to time in Upper Assam areas. He/she will be reporting to Group Head (P&I).

MAIN PURPOSE: (captures essence of the job in brief)

- 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.

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.

Job Specification

- 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.

Reporting, Performance Review, Payment and Leave Terms:

- The Executive (Procurement & Input) for "Village Based Milk Procurement System" will report to the Group Head (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.
- For any authorized tour within the operational areas, he/she will be paid reimbursement as per norms/policy of WAMUL.

WAMUL reserves the right to transfer the selected candidate to any of its Departments/Groups or locations, as and when required, in accordance with the organizational needs, without assigning any reason thereof.