

Job Description of CEO

The CEO will also be the ex-officio Director of the Board and shall not retire by rotation.

The CEO will be entrusted with substantial powers of management as may be determined by the Board. The following will be the key role of the CEO:

- Providing legal and administrative support for the functioning of the PC as Per the guidelines
- Business Development of the PC
- Building share capital of the company
- Conduct market research and build profitable market linkages
- Integrating with technology and exploring alternatives for value addition of primary produce
- Help in providing timely inputs at affordable prices to member producers
- Working with the Board of Directors for the mobilization of more producers to join the PC.
- Act as an effective link between PD, DRDA/OLM/ORMAS and the PC.

Apart from these broad objectives, the following are the routine tasks that will be required to be performed by the CEO, as per the guidelines of the Companies Act, 1956:

- Perform administrative acts of a routine nature including managing the day-to-day affairs of the company;
- Operate bank accounts or authorize any Person, subject to the general or special approval of the Board
- Make arrangements for safe custody of cash and other assets of the Company
- Sign MOUs for business related activities as may be authorized by the Board' for and on behalf of the PC;
- Maintain proper books of accounts, prepare annual accounts, place the audited accounts before the Board and in the annual general meeting of the Members
- Furnish the members with Periodic information to appraise them of the operation and functions of the Company
- Make appointments to posts in accordance with the powers delegated to him or her by the Board.
- Assist the Board in the formation of goals, objectives, strategies, plans and policies
- Advise the Board with respect to legal and regulatory matters concerning the proposed and on-going activities and take necessary action in respect thereof.

- Exercise the powers as may be necessary in the ordinary course of business
- Discharge such other functions, and exercise such other powers, as may be delegated by the Board
- To provide timely information to the Members and Board of Directors for scheduled company meetings or emergency or short notice meetings.

Apart from these commitments towards the PC, the CEO will have the following commitments towards PC/ PD, DRDA/OLM/ORMAS

Provide all necessary data and information

- Participate in internal and external monitoring visits and audits
- Compliance with monitoring systems and processes
- Compliance with guidelines laid down by OLM and/or promoting agencies, If any.
- Participate in review meetings and provide regular updates and presentations
- Participate in workshops/summits/conferences/training sessions as may be deemed necessary
- Preparation of weekly/Monthly/ yearly project reports of the PC

Despite these commitments, it is to be noted that the CEO will be under the employment of the PC and OLM/ORMAS/DSMS acts only as a resource institution for the promotion of the PC.

a. Suitability for CEO

- S/he should be passionate, energetic, pro-active and committed to the concept of rural development through market integration and professional management
- S/he should be Interested to work with rural communities, People from varying backgrounds, demographic characteristics and educational levels
- S/he should be willing to engage with a large variety of stakeholders like processors, Retailers, Corporate, traders, input suppliers, government officials, administrative officials, field staff and producers to create value for producers
- S/he should be willing to stay in cluster level at rural locations
- S/he should be willing to travel long distance by bus/two-wheelers
- S/he should have two-wheeler
- S/he should be interested to hold regular meetings with producers and actively spread awareness on a variety of issues
- S/he should be someone who pays a lot of attention to small details and can assist in administrative work
- S/he should be Willing to learn and adapt
- S/he Should know Odia

b. Desired qualification

- Master's Degree or Post-Graduation Diploma or an equivalent degree in the field of Rural Management, Development Management, Forest Management, Agri Social Entrepreneurship, Agribusiness Management, Textile Management and other related fields
- Graduation from any discipline, however, graduation in Agriculture, Horticulture, Agricultural Sciences, Textile, Biotechnology and Sociology will be given preference

Work Experience

- 1-3 Years of work experience in commodity marketing and PC. Or cooperative management.
- Experience in managing the financial affairs
- Experience of Vendor management.
- Managerial experience in handloom or handicraft sector

Remuneration

Rs. 30,000/- with an annual increment of 6%.

Job Description of FE

The Finance executive holds specific responsibility for maintaining all hand-written financial records and ledgers, providing support such as typing and filing for the section, entering the computerized financial data for the monthly TALLY report, participating actively in the preparation and tracking of all budgets utilized at the Company level, maintaining the contracts of all PC employees, all confidential files and Personal files.

Apart from these commitments towards the PC, the FE will have the following

Commitments:

- He/she will assist the CEO with every aspect of operations in the Administration and also shoulder responsibilities as and when required and delegated by the CEO.
- Preparation and submission of financial reports to the management.
- Compile, review and analyse monthly, quarterly and full-year forecasts promptly
- Manage the cash flows of the company by constant monitoring of inventory, accounts receivables and payables.
- Coordinating with internal and external auditors, bankers, Tax Agents etc.
- Monitor and guide company management to ensure statutory compliance
- Implementing financial and related strategies that help the company in achieving its targeted growth rate.

Qualification:

+3 Commerce. However, Post-graduation in Social Entrepreneurship, Agribusiness Management and other related fields will be given preference.

Work Experience:

- Experience in handling commodities (market side and production side) 2-3 years of relevant experience.
- Preference will be given to candidates who have worked in a manufacturing set-up (Handicraft and Handloom based)
- Candidates with experience in an ERP-based environment will be preferred.

Remuneration

Rs. 16,000/- for Piplique and 20,000/- for Sambandho