



SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

TERMS OF REFERENCE **HIRING OF THREE STATE MANAGERS**

PSIG, SIDBI is seeking to hire the services of Three State Managers (one each to be placed at Bhopal, Bhubaneswar and Varanasi) undertake several tasks related to the oversight on programme design & delivery to ensure it meets for the PSIG programme.

Necessary details on this assignment are provided below.

ABOUT THE PSIG PROGRAMME:

- Poorest States Inclusive Growth Project (PSIG) is one of the first private sector projects supported by the UKAid from the Department for International Development (DFID) and is being implemented by SIDBI. The programme aims to enhance the income and employment opportunities of poor women and men in PSIG by enabling them to participate and benefit from wider economic growth in India. The purpose of the programme is to improve income, and reduce vulnerability, of poor people and small producers, by expanding their access to finance.
- PSIG has two separate, interlinked components viz. Component 1 - Financial Inclusion and women's empowerment and Component 2 - Impact Investments.
- Under the Component 1 - Financial Inclusion and women's empowerment: The programme shall improve access for poor men and women to a variety of financial services in the 4 low income states (Bihar, Orissa, Madhya Pradesh and Uttar Pradesh); will facilitate improving the policy environment for microfinance and will empower women in terms of improved financial literacy, legal entitlements and other gender related issues.

PSIG is expected to leverage private sector financial and technical resources to reach up to 12 million direct and indirect beneficiaries.

CONTRACTUAL STATUS AND DURATION:

The position will be a contractual one with PSIG, SIDBI for the period up to March 31, 2020 subject to satisfactory annual performance.

JOB PROFILE – To work intendum with PSIG, SIDBI Programme

- Support State Directors, Theme Leaders, Team Leader and other PMU officials in effective discharge of their assigned roles.
- Manage State level programme accounts, disbursements, audits and periodic reporting to PMU under various outputs.
- Keeping in touch with sectoral developments (Microfinance/development sector) and prepare updates on state level issues.
- Document project progress through various internal reporting mechanisms.
- Represent PSIG in various state level seminars/workshops, meetings etc. and brief PMU on the same.
- Close interaction with various stakeholders of PSIG at the state level for effective implementation of various outputs under PSIG.
- Implement initiatives on all the three outputs of the Project.
- Build productive contacts and relations across respective PSIG states.
- Enhance access to financial and non financial services for the poor in the state.
- Facilitate capacity building of key grantees to implement the approved projects.
- Maintaining relationship with grantees, to nominate, coordinate and follow-up grantee's proposals.
- Shall work in co-ordination with TL-M&E and ensure to update MIS as per programme need.
- Responsible for all monitoring and evaluation works pertains to the project work under respective territory.
- Provide strategic leadership to the State team for the implementation / execution of the Central Office directives.
- Ensure implementation of the Environment, Social and Governance (ESG) Framework in the respective states
- Leadership and decision-making on programme front – as member of the core team to ensure all key project decisions.
- Identify key components or it's gaps in programme plan, design and implementation and take appropriate steps to redress these
- Build strong working relationships with DFID, PSIG team, PSIG Advisory group and partner institutions.
- Processing and settlement of related bills of the concerned agencies.
- Shall be ready to do any other activity as per programme need.
- Any other work as assigned by the PSIG

The Managers shall be attached on a full time basis one each to be placed at Bhopal, Bhubaneswar and Varanasi. The SIDBI reserves right to allocate any other location to the applicant at its discretion.

ELIGIBILITY

- Masters Degree in relevant discipline such as Finance / Economics / Social Sciences / Business Management from recognized university / institutions.
- Demonstrated technical expertise in design, implementation, management, & supervision of similar nature (5 years' experience preferred). Experience in PSIG states is preferred.
- Good experience in micro finance and doing CBNA of MFIs/SHPs; Desirable – knowledge of gender issues and policy advocacy;
- Experience of working in the concerned state.
- Experience in leveraging commercial loan/equity funds for financial services for the poor; understanding of sector regulations;
- Excellent communication skills, professional maturity and business judgment;
- Excellent written and oral communication skills in both English and Hindi, and ability to communicate in both languages; Ability to communicate in local language (state language) is desirable.
- Ability to work independently and completion of tasks against tight deadlines Excellent written and oral communication skills in both English and Hindi, and ability to communicate in both languages;
- Ability to produce high-quality technical documents as well as presentations and project reports.

COMPENSATION

- The compensation shall be market driven and shall be commensurate with experience.

GENERAL INFORMATION

- **Candidates are advised** that they should not furnish any particulars or information that are false, tampered / fabricated or should not suppress any material information while applying on line. **In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after the appointment, his/her services are liable to be terminated.**
- Selection would be by way of written test/ presentation / personal interview to be held at New Delhi before the Selection Committee. The Bank will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview. The date of interview will be advised to the shortlisted candidates in due course.

- Candidates short listed for interview shall have to produce all **certificates in original** for verification of their age, educational qualification, category, experience details, etc. **at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.**
- SIDBI reserves right to fill / not to fill the above positions at any stage of the process.

HOW TO APPLY:

The details of the opportunity and application forms can be viewed and downloaded at career page of www.sidbi.in.and send the filled application as an attachment to:

Email id– st-mgr-psig@spc.co.in

Kindly note that only prescribed application forms shall be acceptable and application in any other form shall not be acceptable.

Last Date to Apply- October 08, 2018