

HOWRAH COOPERATIVE MILK PRODUCERS' UNION LIMITED

(A Govt. of West Bengal Project under IDDP-III, Registration No. U/H/60 of 2007)

Head Office :Shyampur Bulk Milk Cooling Unit (Near Shyampur BDO Office)

Shyampur, Howrah-711314, Phone no. 03214 264193, Mail : hmuvmmps@gmail.com

Notice for "Engagement of Lady Extension Officer"

Ref. No. HMU/Engagement/ 80

Dated 17.05.2017

Job Description of Lady Extension Officer.

Job Title Lady Extension Officer.

Nature of Appointment : On Contract

Total Remuneration Rs. 15000.00 p.m.

Selection Procedure : Walk-in-interview

Date of Interview : 30th May, 2017 at 11.00 A.M.

venue of Interview : West Bengal Co-operative Milk Producers' Federation Ltd.,
LB-2, Sec.III, Salt Lake City, Kolkata-700 098 (Near Tank No. 16)

Skill and Qualification :

- Bachelor Degree in any stream from a recognized university with 2 years relevant experience in community mobilization.
- Strong interpersonal skills and ability to establishment working relation with various stakeholders and influencing skills with the ability to communicate various levels.
- Ability to work in an organized and timely manner, ability to work in a team and to lead a team.
- Ability to coordinate various training programmes efficiently.
- Organizational skills with the ability to manage competing tasks and to meet deadlines.
- Good oral and written communication skills in both Bengali & English.
- Adequate Computer knowledge i.e. operating/using MS Office (Word/Excel, Power point) and internet including writing e-mails.
- Willingness to travel extensively in the rural areas, and if required, stay in villages during the field visits.
- Willingness to attend training programmes, seminar, workshop in places within and outside as required.

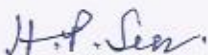
Major Roles :

- Formation of Dairy Cooperative Society and its Registration.
- Community mobilization and gender sensitisation.
- Coordination of training programme.

Specific Roles and Responsibilities :

- Conduct meetings/gramsabhas with target group in the project area for explaining them about project and benefits of Dairy Cooperative Societies (DCS).
- Mobilize and persuade women farmers for organizing all women DCS, as well as increasing the women membership in strengthened DCS under VBMPS and maintaining record of the same.
- Encouraging more women to take leadership roles in governance of village level institution.
- Organize meetings and facilitate the selection of Management Committee (MC) and secretary.
- Ensure documentation of all related activities in soft and hard (documentation for DCS organization and registration).
- Coordinate for organization of training programs for MC and DCS secretary and organize Awareness program on Clean Milk Production (CMP) at village level.
- Ensuring greater participation of women in Farmers Induction/Orientation Program/CMP awareness programmes.
- Conduct monitoring activities, data collection and reporting.
- Develop weekly updates and monthly report on the assigned task and submit to reporting officers.

Key Expectation: He/ She is expected to arrange mobilization and spread awareness among women milk producers for organizing society coordination for various training program.



For Howrah Cooperative Milk
Producers' Union Limited
Managing Director