



THE KISHAN CO-OPERATIVE MILK PRODUCERS' UNION LTD.

(A Government of West Bengal Project) (Regd. No. 494, Dated 25.09.1980)
34, National High Way; State Dairy, Krishnagar; Post Office: Krishnagar; District: Nadia; PIN – 741 101.
E-mail : kishanmilk@gmail.com; (M) 9333212448



REFERENCE: KMU/Recruit-II/O660

DATE : May 17, 2017

Job Description of Lady Extension Officer:

Job Title:	Lady Extension officer.
Nature of Appointment:	On contract for two years.
Total Remuneration:	Rs.15,000.00/month likely to be revised.
Selection Procedure:	Walk-in-interview.

Skills and Qualifications :

- Graduate in any stream from a recognized university, B. Tech (DT) is preferred.
- Preference to be given for candidate with two years of relevant experience in community mobilization.
- Strong interpersonal skills and ability to establish working relations with various stakeholders and influencing skills with the ability to communicate at various levels.
- Ability to work in an organized and timely manner, ability to work in a team and lead a team.
- Ability to coordinate various training programme efficiently.
- Organizational skills with the ability to manage competing tasks and to meet deadlines.
- Good oral & written communication skills in both Bengali & English.
- Adequate Computer knowledge i.e. operating/using MS Office (Word/Excel, Power point) & Internet including writing e-mails.
- Willingness to travel extensively in the rural areas, & if required, stay in villages during field visits.
- Willingness to attend training programmes, seminar, workshop in places within & other states, as required.

Major Roles:

- Community mobilization and gender sensitization
- Awareness creation
- Coordination of training programs

Specific Roles and Responsibilities:

- Conduct meetings / *gramsabhas* with target group in the project area for explaining them about project and benefits of Dairy Cooperative Society (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 institutions.
- Organize meetings and facilitate the selection of Management Committee (MC) and secretary.
- Ensure documentation of all related activities in soft & 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 reports on the assigned task and submit to reporting officers.

Key Expectations:

She is expected to arrange mobilization & spread awareness among women milk producers for organizing society & coordination for various training program.

For Kishan Milk Union.

(U. Chatterjee)
Managing Director