



KANGSABOTI COOPERATIVE MILK PRODUCERS' UNION LTD.

COLLEGE MORE, P.O. & DIST. BANKURA, PIN: 722101

Regd. No. : 1/KMU (BK) of 1999

Mobile No – 9083288717 /9083288718

Email ID : kamulbku@gmail.com

KANGSABATI CO-OPERATIVE MILK PRODUCERS' UNION LTD.

College More, Bankura -722101

Walk-in-interview will be held at the office of the West Bengal Milk Federation, LB-2, Sector-III, Kolkata-700106 on 30th May, 2017 at 11.00 AM. for selecting one Lady Extension Officer on contractual basis. Interested female graduates with requisite skill and experience may appear for interview at the above venue with CV & Testimonials (Pl. refer website www.benmilk.com for details).

Job Description of Lady Extension Officer:

Job Title: Lady Extension officer.

Nature of Appointment: On contract for three years.

Total Remuneration: As per Milk Union Rules

Selection Procedure: Walk-in-interview.

Date of Interview: 30th May 2017 at 11.00 AM.

Venue of Interview: Office of the W.B. Co-op. Milk Producers' Federation Ltd., LB-2, Sector-III, Salt Lake (near 16 no. water tank), Kolkata-700106.

Skills and Qualifications:

- Graduate in any stream from a recognized university
 - 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).

19/5/17

Managing Director
Kangsabati Co-operative
Milk Producers' Union Ltd.
BANKURA



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- .coordinate for organization of training programme for MC and DCS secretary and organize awareness program on clean milk production (CMP) at village level.
- Ensuring greater participation of women in farmer induction /orientation program / CMP awareness programmers.
- Conduct monitoring activities, data collection, & reporting.
- Develop weekly update &monthly reports n the assigned task & submit to reporting officers.

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

For Kangsaboti Milk Union

Managing Director

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