Gramin Vikas Trust (GVT) is a National Level Development Organization established in 1999 by Krishak Bharati Cooperative Limited (KRIBHCO) for bringing about a sustainable improvement in the livelihood of poor and marginalized communities, especially, the tribal population including women. Its area of working spread over in 94 districts in thirteen states including Gujarat, Madhya Pradesh, Chhattisgarh, Rajasthan, Uttar Pradesh, West Bengal, Odisha, Bihar, Haryana, Jharkhand, Maharashtra, Andhra Pradesh & Telangana.

Gramin Vikas Trust (GVT) looking for ambitious and energetic professionals for various positions and invites applications for the following positions:

**Head Business Development**

**Role and Responsibilities:**

- Review, scrutinize proposals and initial necessary action for its sanction on time.
- To take the lead and be responsible for prospecting and maturing business opportunities
- To produce and present high-quality business proposals to Donors and funding institutions across the country.
- To track and report on trends and development in social sector suggesting strategic responses that would benefit the organization.
- To represent GVT at senior level meetings with Donors, funding institutions and project counter parts.
- Develop a growth strategy focused both on financial gain and client satisfaction.
- To develop plans and targets for raising financial resources from corporate, institutions and government agencies within the context of the overall fund raising strategy and business plan.
- To build relationship with corporate network agencies, large foundations bi-lateral and multi-lateral agencies.
- Excellent communication and leadership skills.
- Good conceptual understanding, quality documentation ability, and strong networking with Government and Bilateral Institutions.

**Qualification & Experience:**

- A post Graduate Degree in Rural Development / Management from a reputed institute / university.
- At least 7 to 10 years of experience of working in development sector.

The remuneration package for the successful candidates based on prevailing market rate.

**Strong Communication, writing and presentation skills in English.**

**Place of posting:** NOIDA

**Applications:**

Please send your CV to apsingh@gvtindia.org and sarabjeetkaur@gvtindia.org not later than 16th of September, 2020. Please mention the position you are applying for in the subject line along with current CTC, Expected CTC and Notice Period.
Head HR

Role and Responsibilities

- Formulation and implementation of personnel policies cum procedures and its implementation from time to time;
- Sourcing of candidates through head hunting, advertisements, referrals, etc. To plan and strategize for resource acquisition as per given time limits; Formulate and Implement the processes, namely, Recruitment and Selection, Induction, Manpower Planning and Career Graphing;
- Identification of needs, selection of trainees, finalization of training inputs, organizing and conducting in house training programs, nomination of candidates for external training programs; imparting training to summer trainees from professional institutions; etc;
- Yearly performance review for increments, promotion, incentives, etc;
- Formulation and implementation of schemes - Insurance coverage, Medical reimbursement, Employee relation, Annual Day Celebration, Employee Communication Forum and other HR related issues;
- Maintenance and renewal of Annual Maintenance Contract for various kinds of services and Periodical review of office requirement such as consumable and non-consumable items;
- Attending to issues concerning HR matters and providing logical solutions to the issues;
- To advise on legal issues, disciplinary cases, etc;

Qualification and Experience:

1. MBA/PG Diploma in HR with Minimum of 7 - 10 years of experience in Development sector.
2. Excellent communication skills - both written and verbal in English and Hindi.
3. Problem solving, decision making and delegation skills.

The remuneration package for the successful candidates based on prevailing market rate.

Strong Communication, writing and presentation skills in English.

Place of posting: NOIDA

Applications:

Please send your CV to apsingh@gvtindia.org and sarabjeetkaur@gvtindia.org not later than 16th of September, 2020. Please mention the position you are applying for in the subject line along with current CTC, Expected CTC and Notice Period.
Head Finance and Account

Role and Responsibilities:
- Manage legal compliance matters, internal controls and audits, reporting, banking relationships and payments.
- Management of ongoing budgeting and forecasting processes and working with the programme teams to ensure their understanding and adherence to the budget.
- Judicious tracking of expenses on a monthly basis with requisite reporting, flagging any concerns, timely reporting of funds spent.
- Preparation of monthly, quarterly and yearly financial statements, as required by the Management including variance analysis versus budget to explain the content of the reports.
- Supervise the maintenance of books of accounts.
- Effective management of Cash Flow ensuring adequate liquidity to make timely payments to suppliers and other parties.
- Drawing up of the final accounts and ensuring completion of audits with internal and external auditors.
- Ensure compliance with FCRA, Taxation and other charity-related laws of Trust.
- Preparation of annual and periodic business and operational planning processes for Advisory Board meetings.

Qualifications:
- MBA Finance/M. Com
- C.A / ICWA preferred
- Proficiency in using Tally accounting package is a must.
- A minimum of 5-7 years of experience in independently handling the operations of a Finance department in the development sector.

Experience and Skills:
- Proficiency in Finance and Accounting related work within India with a sound understanding of Indian legal requirements including FCRA.
- Management account and audit experience are expected.
- Relevant expertise and ability to manage the Finance department independently with minimal support.
- Demonstrated ability to set up strong financial processes and tracking expenditures programme wise. Financial and accounting acumen to deal with diverse situations with the ability to generate practical approaches to challenging situations as they arise in the course of the business.
- Proficiency in using the MS Office suite including advanced MS Excel skills such as usage of pivot tables or data table analysis.
- Highly numerate and analytical with excellent writing and oral communication skills in English.

Salary: Commensurate with experience.

Place of posting: NOIDA

Applications:
Please send your CV to apsingh@gvtindia.org and sarabjeetkaur@gvtindia.org not later than 16th of September, 2020. Please mention the position you are applying for in the subject line along with current CTC, Expected CTC and Notice Period.
**Asst Manager/Manager (Business Development)**

**Role and Responsibilities:**

- Review, scrutinize proposals and initial necessary action for its sanction on time.
- To produce and present high-quality business proposals to Donors and funding institutions across the country.
- To track and report on trends and development in social sector suggesting strategic responses that would benefit the organization.
- To develop plans and targets for raising financial resources from corporate, institutions and government agencies within the context of the overall fund raising strategy and business plan.
- To build relationship with corporate network agencies, large foundations bi-lateral and multi-lateral agencies.
- Excellent communication and leadership skills.
- Good conceptual understanding, quality documentation ability, and strong networking with Government and Bilateral Institutions.

**Qualification & Experience:**

- A post Graduate Degree in Rural Development / Management from a reputed institute / university.

**Experience:**

- At least 2 to 5 years of experience of working in development sector

The remuneration package for the successful candidates based on prevailing market rate.

**Strong Communication, writing and presentation skills in English**

**Place of posting:** NOIDA

**Applications:**

Please send your CV to apsingh@gvtindia.org and sarabjeetkaur@gvtindia.org not later than 16th of September, 2020. Please mention the position you are applying for in the subject line along with current CTC, Expected CTC and Notice Period.
Assistant Manager/Manager MIS

Role and responsibilities:
- Responsible for complete MIS management and data analysis;
- Tracking the project progress, ensuring data collection as well as the reformatting of reports;
- Preparing and updating all project related information’s;
- To assist in content development for GVT’s website;
- Develop and Maintain Organization Network and Databases.
- Ensure physical and financial data match.
- Implement Software and Security Updates.
- Troubleshoot and Fix IT Issues relating to software and Hardware.

Qualification:
- B. Tech /M. Tech/MCA in related discipline

Experience:
- At least 2 to 5 years of experience of working in development sector

The remuneration package for the successful candidates based on prevailing market rate.

Communication skills in English must.

Place of posting: NOIDA

Applications:
Please send your CV to apsingh@gvtindia.org and sarabjeetkaur@gvtindia.org not later than 16th of September, 2020. Please mention the position you are applying for in the subject line along with current CTC, Expected CTC and Notice Period.