

Job Description for DWSM, UP

Post Name	Project Manager – Finance
Educational Qualifications	B Com/CA-Inter
Experience	Minimum Three Years of experience in Finance/Accounting
No. of Positions	61
Remuneration	40000 (Rupees Forty Thousands Only)
Role and Responsibilities	<ul style="list-style-type: none"> ➤ To manage the funds between implementing agencies and DWSMs as per budget/demand through PFMS Portal. ➤ To check bills of suppliers, contractors, service agencies, support agencies, pay bills of Officers, Consultants, Specialists etc for payments, ➤ To prepare vouchers for all cash and bank receipts and payments, ➤ To prepare cheques and cheque issue register for bank payments, ➤ Maintain and keep records related to all receipts and payments in safe custody, ➤ To maintain Accounts of JJM on Tally Software, ➤ To generate monthly Trail Balance and prepare monthly bank reconciliation, ➤ To reconcile account balances at District Level with the balances of reports generated at PFMS Portal, ➤ To prepare PPA for expenses relating to payments of various agencies/ vendors through PFMS Portal. ➤ Preparation of Performance Budget. ➤ To prepare information required by SWSM, Government of U.P. ➤ Ensuring compliances as per existing Tax Regime (GST and TDS) as per applicable laws. ➤ To prepare replies of audit observations to the satisfaction of auditors. ➤ To prepare Utilization Certificates at DWSM level. ➤ To Coordinate with State (SWSM) for implementation of all programme.
Post Name	Project Manager – Monitoring
Educational Qualifications	B Tech(Civil/Mechanical/Electrical)
Experience	Minimum Three Years of experience in Monitoring
No. of Positions	61
Remuneration	40000 (Rupees Forty Thousands Only)
Role and Responsibilities	<ul style="list-style-type: none"> ➤ Support in capacity building activities relevant to technical and environmental issues. ➤ Frequent Field visits as and when required have to be made for ensuring prompt implementation and quality control. ➤ Assist in the procurement related capacity building activities. ➤ Negotiate and resolve difficult procurement issues with agencies and handle question/ complaints from senior official and contractors on bidding and award issues. ➤ Handling districts for preparation of type design of EST/overhead tanks, sumps, pump house, etc. ➤ Facilitate operation and maintenance of commissioned schemes.

	<ul style="list-style-type: none"> ➤ Support in monitoring and review of projects in terms of physical targets and against overall monitoring parameters; ➤ Facilitate adoption of technological interventions wherever required; ➤ Any other responsibility, entrusted by the Executive Director, SWSM, befitting with the duties responsibilities of Monitoring Evaluation Specialist. ➤ To Coordinate with State (SWSM) for implementation of all programme.
Post Name	Coordinator – ISA or IEC
Educational Qualifications	Post Graduate in Sociology/Social Work/Humanities/Mass Communication
Experience	Minimum Three Years of experience in NGO/Consultant/Govt. Department in Development Sector
No. of Positions	61
Remuneration	40000 (Rupees Forty Thousands Only)
Role and Responsibilities	<ul style="list-style-type: none"> ➤ Monitor constitution of sub- committee of Gram Panchayat, i.e, VWSC/and arrange to build capacities of its functionaries. ➤ Handhold DWSSM in constituting Gram Panchayat and/or its sub- committee, i.e, VWSC and in all the functions mandated in guidelines which include opening bank accounts, mobilization of community contribution, OM arrangement, organizing Gram Sabha meeting, organizing meeting of sub- committee, facilitating resolution in Gram Sabha and acceptance of pipe water supply scheme, facilitating sanitation and grey water management activities, etc. ➤ Monitor Need assessment of FHTCs and the activities for communities to have FHTCs. ➤ Monitor and facilitate coordination platform between DWSSM and VWSC. ➤ Monitoring the use of participatory Rural Appraisal (PRA) tools for community mobilization and need assessment carried out by ISAs in districts. ➤ Monitoring and coordinating in implementation of water related campaigns/ activities initiated by Government of India/ State Government. ➤ Building awareness on various aspects of water such as rain water harvesting, artificial recharge, water quality, water handling, drinking water source augmentation/ sustainability aspects etc. ➤ Documentation and uploading of success stories from districts. ➤ Any other responsibility, entrusted by the Executive Director, SWSM, befitting with the duties responsibilities of Monitoring Evaluation Specialist. ➤ To Coordinate with State (SWSM) for implementation of all programme.
Post Name	Coordinator – Capacity Building Training
Educational Qualifications	Post Graduate in Management
Experience	Minimum Three Years of experience in relevant field
No. of Positions	61
Remuneration	40000 (Rupees Forty Thousands Only)
Role and Responsibilities	<ul style="list-style-type: none"> ➤ Identify district level requirement that need to be converged with Pradhan Mantri Kaushal Vikas Kendra (PMKVY) for comprehensive training. ➤ Assist in preparation of Training manual/handouts in vernacular language. ➤ Assist in carrying out capacity building activities and utilization of skilled man power. ➤ Handholding support in encouraging the skilled man power in becoming rural entrepreneurs by stating enterprise in rural water supply sector to meet the emerging demands of plumbing, mason, electrician, motor mechanic etc. ➤ Liaise with other stake holders; seek their feedback on Capacity building issues. ➤ Liaise and interact on a continuous basis for preparing operational handouts and training materials. ➤ Assist Key Resources Centers (KRCs) to take up capacity building program on cascading

	<p>approach.</p> <ul style="list-style-type: none"> ➤ Plan for capacity building of various functionaries associated with JJM by preparing proper content, schedules, compendiums for training; ➤ Support the implementation of institutions development component as per the project design. Contribute in the execution of implementation arrangements. ➤ Support in development of annual capacity building plans and its implementation. ➤ Providing handholding support to other team members as and when required. ➤ Under take any other assignment as directed by Executive Director, SWSM. ➤ To Coordinate with State (SWSM) for implementation of all programme.
Post Name	Coordinator – MIS
Educational Qualifications	MCA or IT Degree
Experience	Minimum Three years of experience in relevant field. 1. Monitoring Evaluations experience in program/Scheme
No. of Positions	60
Remuneration	40000 (Rupees Forty Thousands Only)
Role and Responsibilities	<ul style="list-style-type: none"> ➤ Prepare Progress Reports in terms of physical, financial targets and against overall monitoring parameters. ➤ Prepare GIS based reports/any other reports as per project requirements. ➤ Follow up with PRI/GP level institutions and ISA for updation of data and provision of progress reports. ➤ Support in implementing capacity building activities relevant to management of IMIS. ➤ Ensure that data and information in the IMIS System is maintained and up-to-date. ➤ Prepare performance reports of various components of project for external and internal review. ➤ Generate reports for the Weekly, Monthly, Quarterly and Annual Reports. ➤ Coordinate monthly reports from field and prepare quarterly and annual reports for DWSSM and other stakeholders. ➤ Collaborate with relevant government departments and other stakeholders to identify interventions necessary for the improved planning, implementation and monitoring of assigned program areas. ➤ Report on progress of the Programme (reforms, financial disbursements and other relevant indicators) and flag issues from time to time. ➤ Follow up with agencies for up-dation of data and provision of progress reports, identify training needs relevant to MIS these and suggest mechanisms for training. ➤ Any other responsibility, entrusted by the Executive Director, SWSM. ➤ To Coordinate with State (SWSM) for implementation of all programme.
Post Name	Data Entry Operator
Educational Qualifications	10+2 or Similar Educational Qualification with 1 Year Diploma in Computer/CCC
Experience	Minimum Three years of experience in Data Entry 1. Minimum Speed 25 words in Hindi and 40 words in English
No. of Positions	60
Remuneration	20000 (Rupees Twenty Thousands Only)
Role and Responsibilities	<ul style="list-style-type: none"> ➤ Data entry of project information. ➤ Typing official letters/other documents of DWSSM ➤ Keeping the Guard file of documents and letters. ➤ Assist team in administration work. ➤ Support in other relevant tasks as assigned

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