

JOB DESCRIPTION

POSITION: GIS Executive

Place of posting: Kokrajhar, BTR- Assam

Number of Positions: 01

Reporting: Team Leader, SPMU (BTC), BRLF

Nature of Employment: This is a project-specific position offered as a full-time contract for initial period of three years with benefits. Renewal is possible, depending on project extension and availability of funds.

ORGANISATION BACKGROUND:

The Ministry of Rural Development set up Bharat Rural Livelihoods Foundation (BRLF), Government of India (GOI) as an independent organization under the Societies Registration Act to facilitate civil society action in partnership with State and Central Government, to transform livelihoods and lives of rural households, with an emphasis on women, particularly in the Central Indian Tribal Region.

BRLF is a unique and first-of-its-kind initiative. The Foundation is a partnership between Government on the one hand and private sector philanthropies, and public and private sector undertakings (under Corporate Social Responsibility) on the other. Major functions of BRLF are fostering strategic partnerships with state govt for improving program outcomes, providing financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling of proven interventions, investing in institutional strengthening of smaller CSOs, capacity building of professional human resources working at the grassroots, and to create a knowledge Hub for the sector.

For more details about **BRLF**, please visit <https://www.brlf.in/>

ABOUT Bodoland Livelihood Development Project, BTC, Assam,

Bharat Rural Livelihoods Foundation (BRLF) and Bodoland Territorial Council (BTC) signed an MoU on 30th June 2022 to implement a high-impact project on “Transforming Lives and Livelihoods in Bodoland” in the Bodoland Territorial Region of Assam. In the initial phase, BRLF will target 40000 STs and Adivasis households in the project area. The implementation strategy of this proposed project envisages that CSOs will provide facilitation support to the Gram Panchayats and front-line Government functionaries for participatory planning and provide onsite technical support for better implementation of the planned interventions. The targeted households' physical work and input support would be managed by leveraging financial resources from Government flagship schemes like MGNREGA and other line departments working under BTR.

BRLF will support through monitoring and evaluating the CSO partner's performance as per project targets and deliverables. This will be ensured by setting up a “State Level Project Management Unit” (SPMU). The SPMU is expected to perform nodal roles by setting up a cell, which will closely work with the State MGNREGS Cell for effective and efficient system development for the State and CSOs. The interface with the State, engagement and coordination

with various HR and experts will be integrated within its norms and processes. At the same time, SPMU will continue to play the role of Project lead to build the capacities of CSOs partners and facilitate the capacity-building plan and implementation for the PRI and government functionaries. In addition, it implements the project deliverables through its own eight field teams through strong monitoring and evaluation system.

BRLF is looking for a well-experienced professional to fill the vacancy of **Consultant –GIS Executive**, attached to the SPMU. Established in the BTR council capital, the SPMU provides strategic facilitation support to the CSOs partners implementing the project in different locations. The SPMU works under the supervision and guidance of **BRLF** and the **BTR government**.

JOB DESCRIPTION/ RESPONSIBILITIES:

- Reporting to the **Team Leader (BRLF SPMU)**, the “**GIS Executive**” shall be responsible for the following.
- Monitor, store, and record the GIS based HH planning data.
- Generate GIS based Maps as per requirement of project (Social Map, Activity Map, Post Activity map, Crop Planning map etc).
- Trouble shooting of different problems in GIS.
- Integration of MIS and GIS data in dashboard.
- Provide technical & field support to BRLF-supported initiatives and projects across the assigned region.
- Build and maintain effective relationships with CSO partners & Government officials
- Assist technical personnel in the CSOs to include Maps in INRM DPRs.
- Assist and provide inputs to the program implementation as directed by SPMU and BRLF.
- Assisting in preparing progress report.
- Any other task assigned by BRLF Management.

ABOUT THE CANDIDATE:

- Minimum 01-02 years of experience in rural development works, with deep educational and practical understanding on “GIS and Geo Informatics”. Experience of Minimum 1 years of experience in GIS-integration in Town/Village/urban/rural planning.

Essential Skills and Competencies:

- Good communication and writing skills in English and Hindi.
- Fluency in Assamese/Bodo
- Ability to work in a multi-cultural/ multi-disciplinary team.
- Ability to multi-task and work well in such a team.
- Should be motivated to work in the remote set up.
- Willingness to travel to remote location for maximum 12-14 days in a month.

Educational Qualification-

- Any graduate with advance Certification/PG Diploma/ in GIS and Geo informatics
- Or M. Tech/MSc in GIS and Geo informatics

Knowledge requirement-

- Knowledge in Arc GIS.
- Advance knowledge in MS-office

Additional Requirements:

- Strong interpersonal skills and willingness to work in remote rural areas
- Should be self-motivated, adaptable, and open to acquiring new skills and knowledge relevant to rural livelihoods and project implementation.

COMPENSATION OFFERED:

The remuneration package budgeted for the position is INR 35000-40,000/- per month. However, for suitable candidate the salary is negotiable. Travel expenditure will be borne by organization as per policy of the organization. The offer to the selected candidate shall be commensurate with the qualifications, experience, and salary history.

NUMBER OF VACANCIES: One

LOCATION: Kokrajhar, Assam

Age Limit: Less than 35 years

****Languages**

Good command of speaking, reading, and writing in English and Bengali / Assamese is required. Knowledge of Hindi language would be an added advantage to the candidate.

APPLICATION PROCESS:

Eligible candidates interested in this position are requested to apply through [Link](#).

Applications will be reviewed on a rolling basis, and the position will remain open until filled. Early submission is encouraged, with a final application deadline of June 15, 2025.

BRLF is an equal opportunity organization without any discrimination by virtue of religious belief, social class, caste, special ability, or gender. Women are encouraged to apply.