



File. No. HO/FOF/FIFA/2022-23

Dated: 08.01.2024

**NOTICE FOR RECRUITMENT OF ASSISTANT MANAGER AND DEPUTY MANAGER
LEVEL STAFF IN FEDERATION OF INDIAN FPOs AND AGGREGATORS**

Federation of Indian FPOs and Aggregators (FIFA) is a 100% owned subsidiary of NAFED specifically focused on strengthening FPOs through capacity building, market integration and convergence of Government schemes for the benefit of FPOs. FIFA has around 800 FPO Members across the country. NAFED is acting as one of the Implementing Agencies for under the Central Sector Scheme of Formation and Promotion of 10,000 FPOs, Ministry of Agriculture & Farmers' Welfare, Government of India and also acting as one of the Implementing Agencies for formation and promotion Fish FPOs under Pradhan Mantri Matsya Sampada Yojana (PMMSY). Besides these, NAFED is also implementing different Centrally Sponsored Schemes/Programs. In order to implement these schemes and programmes, FIFA is inviting applications from eligible candidates for the position of Assistant Manager and Deputy Manager with following job description and eligibility criteria:

1. ASSISTANT MANAGER

1.1. Job Responsibilities of Assistant Manager:

- i. To implement and monitor the implementation of FPO Formation, verification of activities and deliverables of CBBO as per MoU signed by NAFED with the CBBO under different schemes.
- ii. To coordinate with the CBBO for registration of FPOs and preparation of DPR/Business Plan for FPO to start its business after registration.
- iii. To conduct regular review meetings with the CBBOs and submit regular Progress Reports to the Management using MS Office tools and MIS Platform.
- iv. To coordinate with the CBBO to get a matching equity from GOI under Formation of FPO.
- v. To coordinate with CBBO for convergence of Govt. Schemes for setting up infrastructure for the FPO to start/scale its business.
- vi. To visit FPOs and interact with FPO Members/BoDs/Staff and CBBO functionaries to monitor quality of project implementation as and when required.
- vii. Regular interaction with CBBO/FPO to understand and catering to their issues, problems and services required by them.
- viii. Any other activity related to FPO Business and Growth of FIFA.

1.2 Eligibility Criteria for Assistant Manager:

- i. Any Graduate from a recognized University/Institute with relevant experience.
- ii. Minimum 6 years of professional experience in Agri & allied Projects / FPO Formation and Promotion work/ Fishery based FPO formation and promotion work.
- iii. Proficiency in English with conceptualization, proposal preparation, presentations, documentation skills.
- iv. Good communication skills with team building ability and good listening skills and soft skills are top pre-requisites.
- v. Strong ability to build ecosystems, collaborate with stakeholders, connecting people and ability to use technology to accelerate sharing of information is essential.
- vi. Ability to prepare PowerPoint Presentation.



2. DEPUTY MANAGER

2.1. The Job responsibilities of Manager:

- i. To monitor implementation of FPO Formation work, Verification of activities and deliverables of CBBO as per MoU signed by NAFED with the CBBO.
- ii. To conduct regular review meetings with the CBBOs and submit regular Progress Reports to the Management using MS Office tools and MIS Platform.
- iii. To coordinate with the CBBO for Registration of FPOs and preparation of DPR/Business Plan for FPO to start its business after registration.
- iv. To increase membership of FPOs in FIFA through CBBO and FPO Federations and organize regular meetings of FIFA Member FPOs.
- v. To coordinate with the CBBO to get matching equity from GOI under Formation of FPO for each FPO.
- vi. To coordinate with CBBO for convergence of Govt. Schemes for setting up infrastructure for the FPO to start/scale its business.
- vii. Visit to FPOs and interacting with FPO Members/BoDs/Staff and CBBO functionaries to monitor quality of project implementation as and when required.
- viii. Regular interaction with CBBO/FPO to understand and catering to their issues, problems and services required by them.
- ix. To support CBBO for market linkage of FPO produce and Inputs through NAFED FPO Facilitation centers.

1.3 Eligibility Criteria for Dy. Manager:

- i. Any Graduate from a recognized University/Institute with relevant experience.
 - ii. Minimum 8 years of professional experience in Agri & allied Projects / FPO Formation and Promotion work, Fishery based FPO formation and promotion work, establishing backward and forward linkages for FPOs including Market linkages with Institutional Buyers, Retailers, Exporters etc. and Credit Linkages through Banks, NBFCs and other financial institutes.
 - iii. Proficiency in English with conceptualization, proposal preparation, presentations, documentation skills.
 - iv. Good communication skills with team building ability and good listening skills and soft skills are top pre-requisites.
 - v. Strong ability to build ecosystems, collaborates with stakeholders, and connects people and ability to use technology to accelerate sharing of information is essential.
 - vi. Good financial management skill with ability to manage financial responsibility is desired.
- **Location:** PAN India.
 - **Remuneration:** The applicants shall be provided remuneration commensurate with Qualification and Experience.
 - **How to apply:** Interested candidates may kindly submit their CVs on admin@fifaindia.in.
 - Further extension of advertisement will be corrigendum.