

JOB DESCRIPTION
Office Boy (One Vacancy)
Bharat Rural Livelihood Foundation, Nagpur, Maharashtra

1. POSITION VACANT: Office Boy (One Vacancy), Bharat Rural Livelihood Foundation, Nagpur, Maharashtra

2. ORGANISATION BACKGROUND:

Government of India (GOI) initiated **Bharat Rural Livelihoods Foundation (BRLF)** as an independent organization under the Societies Registration Act, to facilitate civil society action in partnership with the Central and State Governments, for transforming 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, and the **Foundation** is constituted as a partnership between Government on the one hand and private sector philanthropies, public and private sector undertakings (under Corporate Social Responsibility), on the other. Major functions of **BRLF** comprise the provision of financial grants to Civil Society Organizations (CSOs) to meet their human resource and institutional costs for up-scaling proven interventions, invest in institutional strengthening of smaller CSOs and capacity building of professional human resources working at the grassroots. The General Body and Executive Committee of **BRLF** are constituted by eminent individuals, as well as ex-officio representatives from private philanthropies, public and private sector organizations, financial institutions, State Governments and **GOI**.

For more details, please visit our website: www.brif.in

ABOUT “High Impact Mega-Watershed Project”, Maharashtra

BRLF and Commissioner Office, MGNREGS, Nagpur, Govt. of Maharashtra signed an MoU on September 8, 2022 to implement a **High Impact Mega Watershed Project** in the 26 blocks of 5 districts of Maharashtra. The goal of the project is to double the income of at least 1,00,000 small and marginal households on a sustainable basis. This is a five-year project. The implementation strategy of this proposed project envisages that the selected CSOs will provide facilitation support to the Gram Panchayats and front line MGNREGA functionaries for participatory planning and provide onsite technical support for better implementation of the planned interventions.

For robust monitoring and evaluation, a **State project Management Unit (SPMU)** will be set up in Nagpur. The **SPMU** will have its dedicated staff and will work under the guidance and leadership of MGNREGA Commissioner, GoMH and **BRLF**.

3. JOB DESCRIPTION/ RESPONSIBILITIES:

BRLF is looking for passionate and motivated professionals to join SPMU, Nagpur, Maharashtra. The **Office Boy** shall be responsible for the following:

Key Job Responsibilities:

Maintenance of office hygiene

Handling pantry in office

Receiving couriers and other documents delivered in office

Maintenance of office furniture and furnishings

Ensure that the office is kept clean during all time

Assist staff during lunch time and attend to tea/coffee requirements of guests.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

Qualification:

Applicants must have completed Matric/ Intermediate in any discipline from a UGC recognized state/central board.

Experience:

(1) Minimum 3 years of experience in office administration.

Essential Skills and Competencies:

(1) Ability to work in a multi-tasking

(2) Flexible

5. COMPENSATION OFFERED:

The remuneration package budgeted for the position is between INR 15,000 to INR 20,000 per month. Offers shall be commensurate with the qualifications, experience, and salary history of the selected candidate.

6. NUMBER OF VACANCIES: One Vacancy

7. LOCATION(s): Nagpur

8. CONTRACT TYPE AND PERIOD:

This is a contractual engagement for a period of six months. The engagement may be renewed/ extended based on the performance and requirements of the organization.

9. Maximum Age: 40 years as on October 1, 2023

10. REFERENCE: Office Boy -MH-BRLF

11. APPLICATION PROCESS:

Eligible candidates interested in this position are requested to send their CV to recruitment.brlf@gmail.com. Eligible candidates interested in the position are requested to apply by or before October 31, 2023.

Only shortlisted candidates will be contacted. Please do mention in subject line "Application for the position of "Office Boy".

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