

## **JOB DESCRIPTION**

### **Team Leader (One Vacancy) Bharat Rural Livelihoods Foundation**

**Position:** Team Leader

**Location:** Ranchi, Jharkhand.

**Number of Positions:** One

**Reports To:** Program Officer, Eastern Zone, BRLF-JH

**Nature of Employment:** Full-time contract with benefits.

#### **1. ORGANISATION BACKGROUND:**

Bharat Rural Livelihoods Foundation ([www.brlf.in](http://www.brlf.in)) is an autonomous body established in 2013 under the Ministry of Rural Development through a Union Cabinet decision by the Government of India. With a vision to transform the lives and livelihoods of the most vulnerable populations across India, BRLF plays a crucial role in fostering and facilitating civil society action in partnership with the government and people's institutions. Its mandate encompasses a range of objectives, including bridging the gap between program outlays and outcomes, improving implementation of government flagship programs, providing grant support to civil society organisations (CSOs), and promoting partnerships for inclusive, sustainable development. BRLF has a pan-India mandate and focuses on tribal geographies, particularly those in the Central Indian tribal belt and Northeast India. The focus has been on the states with the most concentration of tribal population which are Gujarat, Rajasthan, Maharashtra, Madhya Pradesh, Telangana, Odisha, West Bengal, Jharkhand, Chhattisgarh, Assam, Mizoram.

To achieve its objectives, BRLF follows a networked approach for nurturing the appropriate institutional and programmatic ecosystem for enhanced interventions in sustainable livelihoods for tribal rural communities. The collaborative model actively engages various key stakeholders, including the government, private philanthropies, public and private sectors under corporate social responsibility (CSR), Civil Society Organisations (CSOs) and Community-based Institutions (CBOs and PRIs). The unique collaborative model facilitated by BRLF successfully harnesses the collective strengths of these institutions to design and scale rural development initiatives effectively.

For more details, please visit our website: [www.brlf.in](http://www.brlf.in)

#### **2. Role Description:**

The SPMU Team Lead is responsible for providing overall leadership and strategic management of state-level project implementation. The role ensures effective coordination between BRLF, partner NGOs, government departments, and field teams to achieve project objectives related to rural livelihoods and community development.

### **3. Key Duties and Responsibilities:**

- I. Manage the overall functioning of SPMU, whose primary role would be to support and mentor CSO partners and other government line departments for smooth implementation of different projects.
- II. Develop and design program implementation processes, policy guidelines, capacity-building modules, community-based institutional framework, and project MIS framework for online project management on the BRLF MIS tool.
- III. Conduct regular meetings with implementing partners and district and block officers for smooth project implementation.
- IV. Extend necessary field-based backstopping support, capacity building, mentoring, and technical handholding to all CSO partners working in the allocated blocks to achieve project deliverables.
- V. Conduct training and various capacity-building events for the CSO staff for common understanding. The Team Leader will be responsible for training the staff of all CSO partners working on the project and further regular follow-up to implement the project smoothly.
- VI. Prepare a template for yearly planning and budgeting at all levels; It will develop and launch a “monitoring, evaluation, and learning (MEL)” system for the project. It will build reporting and documentation format along with the design for knowledge management.
- VII. Engage at respective state-level meetings for the functioning of different committees with the support from the Rural Devt. Dept. and other state departments to ensure leverage of other govt schemes with the project.
- VIII. Develop the IEC material to be produced under the project, which the BRLF will share. Equipment and accessories for the State Programme Management Unit will be provided by the team leader, who would take responsibility for the custody and proper use of such equipment/ accessories.
- IX. Generating reports at the project level will be the responsibility of the Team Leader and will submit (both to BRLF and State Government) periodic reports, as agreed by the parties.
- X. Team Leader will lead and facilitate all stakeholders in organizing the Project Steering Committee meetings at periodic intervals.
- XI. Ensure close collaboration and coordination with other team members deployed in the SPMU and project region and assist them in achieving the project deliverables and milestones.
- XII. The Team Leader will guide SPMU team members in developing their yearly and monthly plans and will review them by conducting team meetings to ensure the team's performance.
- XIII. The Team Leader will ensure good networking and liaison with government and non-government institutions for training funds, technical assistance, etc.
- XIV. The Team leader should have the willingness to travel frequently within the state and outside the state to fulfil the need of the project and to complete the task assigned by the BRLF management.

#### **4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:**

##### **Qualification and Experience:**

- Applicants must have completed Four Years Graduation (BE/ B.Tech./ BSc in Agriculture/ etc.) or master's in science in any discipline from a UGC recognized university (Regular only).
- Additional certifications/expertise in NRM or GIS-based planning will be an advantage.
- Minimum 10 years of grass-root experience working in rural livelihoods domain or in watershed/ Natural Resource management
- Prior experience of leading a team of different domain professionals and different projects.
- Prior experience in dealing with multiple donors and reporting.

##### **Key Skills s Competencies:**

- Excellent speaking, reading and writing skills in English and Hindi is required.
- Ability to work in a multi-cultural/ multi-disciplinary team.
- Ability to multi-task and work well in such a team.
- Frequent travel to remote areas within the block is required.

#### **5. COMPENSATION OFFERED:**

The remuneration package budgeted for the position is between INR 100,000 to INR 120,000 per month. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

**6. LOCATION:** Ranchi, Jharkhand.

**7. Age Limit:** Max. Up to 45 years

#### **8. 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 March 20, 2026.

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