**JOB DESCRIPTION TEMPLATE**

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| ***Job Title:*** Chief Executive Officer (CEO) |
| ***Work Location:*** …………………………………….. |
| ***Farmer Producer Organisation:*** …………………………………PRODUCER COMPANY Ltd |
| ***Reports to:*** BOD |
| ***About us:*** …………PRODUCER COMPANY LIMITED is registered under company’s act, 2013 & promoted by ………….. It is currently working in ………. block of …….district. Major work of FPC is promotion of livelihoods and support in marketing to the poor & marginalized men/women farmers around ……………. (Crop Name). |
| ***Roles & Responsibilities:***   * Make extensive field visits and attend farmer group meetings, FPC BOD meetings * Fulfil legal compliances of FPC time to time. * Managing day-to-day affairs of the FPC * Prepare progress reports and plans (Monthly, Quarterly & annual) around business of FPC * Establish linkages with Private and govt agencies for both input and output marketing of FPC * Resource mobilization, infrastructure establishment, proposal preparation, linkages for FPCs * Identifying opportunities for business of the FPC / welfare of members, studies, business plan development and operationalization of the business plan * Provide different services to the members as per direction of the Board. Such services include marketing * Provide different services to the members as per direction of the Board. Such services include marketing of the produce of members, input supply to members, productivity enhancement services etc. * Support overall marketing & production activities of FPC * Formation of FIGs and FPC * Motivating farmers to become a shareholder of FPC and mobilize share capital to FPC * Training to multiple stakeholders involved in the project and coordination with them * Conduct Need Assessment, Planning and Evaluation meeting time to time. * Prepare the Training / Resource Material in local dialect, participate as a resource person and/or arrange resource persons to train the farmers. * Provide Forward and Backward Market Linkage to the farmers through Producer Company. * Facilitate linkages with Agri University, KVKs, etc. for promoting Agriculture Extension Services. * Prepare Bankable proposal and arrange finance for FPC. * Facilitate Convergence of Government schemes * Carry out market & commodity analysis, Feasibility Study to ensure better returns to farmers * Manage aggregation and disaggregation processes at Farmer Producer Organizations * To prepare business plans and detailed road map for FPC * Regular reporting and documentation for activities conducted to higher management. * Any other work assigned time to time |
| ***Eligibility Criteria:***   * Graduate in agriculture / agricultural marketing / agri-business management or equivalent will be preferred. * Experience in Sales & Marketing, Management, commodity market/ Agricultural trading is preferred * Communication skills in Hindi and English * Good knowledge of computer operations like Email, Excel, Word, PowerPoint, Internet etc. * Ability to work independently to achieve performance objectives and deliverables. * Bike, valid driving license and Smartphone is mandatory. |
| ***Skills Required:***  Articulate, Innovative, Leadership and team management, Conflict Management, Good verbal communication, Social and emotional intelligence |
| ***Salary:*** INR………………per month (including all allowances) depending on the relevant experience and qualification. |
| Documents Required to Apply: |
| ***Where to Apply:*** send your updated resume with subject as ‘**CEO FPC’** to [**e**mail](mailto:saanjhafedfarmerproducer@gmail.com)id |
| ***Last Date to Apply:*** Date, …………… |
| ***Selection Process:***  • Candidates will be primarily shortlisted\* based on their resume. No correspondence shall be made with candidates, who are not shortlisted.  • There will be skill test and/or written test and PI (Address & date will be communicated later). |

\*Note: Company reserves the right to withdraw/ add the vacancies or modifications in the selection process at any stage of recruitment