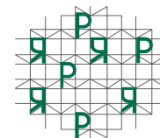


Job Announcement Form  
Professional Assistance for Development Action (PRADAN)

Title of position offered	Program Manager – Financial Management (Community Finance)
Number of Vacancies	01
Roles and Responsibilities:	<ul style="list-style-type: none"> <li>• Support NMMU in designing, planning, and rolling out interventions for strengthening accounting and financial management systems within CLFs (Cluster Level SHG Federations) and other community institutions.</li> <li>• Assist in formulating and implementing strategies to improve on-time CIF (Community Investment Fund) repayment, reduce idle funds, and minimise PAR (Portfolio at Risk) and PIA (Portfolio in Arrear) at CLF and VO levels.</li> <li>• Analyse financial performance data of CLFs across states and prepare periodic reports, insights, and presentations to support programme planning and decision-making.</li> <li>• Support SMMUs (State Mission Management Units of National Rural Livelihood Mission) in developing need-based, context-specific, and financially viable products such as loans, insurance, and other financial services, and facilitate pilot implementation at the field level.</li> <li>• Develop advisories and operational guidelines to strengthen financial intermediation within MCLFs, including savings mobilisation, loan participation ratio, SHG-bank linkage strengthening, and PAR reduction.</li> <li>• Prepare enabling advisories, SOPs, standard operating frameworks, and training modules, and support SMMUs in institutionalising Internal Audit Systems within CBOs.</li> <li>• Liaise and coordinate with government departments, financial institutions, public/private agencies, and market actors to facilitate innovative financial solutions for MCLFs and community institutions.</li> <li>• Support the development and strengthening of NMMU–SMMU monitoring and review systems for assessing financial management performance across institutional levels, including NMMU, SMMU, DMMU, BMMU, and CBOs.</li> <li>• Develop IEC materials, digital learning resources, and e-learning modules for scaling and universalising financial management strengthening initiatives across MCLFs.</li> </ul>
Eligibility criteria	<ul style="list-style-type: none"> <li>• <b>Education:</b> M. Com / MBA (Finance) from a recognized university or institution. Candidates passed or pursuing CA from ICAI will be given preference. And/or</li> <li>• <b>Experience:</b> 8–10 years of total professional experience, with a minimum of 3 years in a Technical Assistance (TA) support role in financial management, rural livelihoods, or development sector programmes.</li> </ul>
Skills and Competencies	<ul style="list-style-type: none"> <li>• Strong understanding of accounting principles, financial management, rural finance systems, and community-based financial institutions.</li> <li>• Experience in financial analysis, budgeting, reporting, and monitoring of development programmes.</li> </ul>



	<ul style="list-style-type: none"> <li>• Familiarity with SHG-bank linkage, microfinance, credit operations, and financial intermediation at the grassroots level.</li> <li>• Ability to develop and review SOPs, internal audit systems, and compliance frameworks for CBOs.</li> <li>• Proficiency in financial MIS, data analysis, and tools such as Excel, Tally, or similar software.</li> <li>• Experience in developing training modules, IEC materials, and digital/e-learning content on financial management themes.</li> <li>• Ability to provide technical assistance to state teams and support capacity building across institutional levels.</li> <li>• Strong written and verbal communication skills in English; working knowledge of Hindi preferred.</li> <li>• Ability to prepare reports, presentations, advisories, and policy briefs for management and government stakeholders.</li> <li>• Strong analytical skills with the ability to interpret financial data, identify systemic gaps, and recommend practical solutions.</li> <li>• Ability to work effectively in a dynamic, multi-stakeholder development sector environment.</li> </ul>
Place of posting/Location	National Mission Management Unit (NMMU), NRLM, New Delhi
Proposed Salary range	INR 12 Lakh to INR 15 lakh CTC per annum based on qualification and experience( as per PRADAN pay structure)
Nature of job	One-year fixed term contract and extendable based on performance and project continuity
Last date of Application	20 <sup>th</sup> May 2026
For queries write to (email ID)	<b>modelelf@pradan.net</b>
Preference	Candidates with prior experience of working with NMMU/SMMU in community finance advisory roles, exposure to DAY-NRLM CLF programmes, and familiarity with digital MIS platforms used in rural finance and community institutions will be preferred.
Insert Google Form link for pulling CVs	<a href="https://forms.gle/Lt9RGkmZZtoRY3be7">https://forms.gle/Lt9RGkmZZtoRY3be7</a>