



Gujarat Mineral Development Corporation Ltd. (GMDC) is one of India's leading mining and mineral processing companies and is engaged in the development of the ample mineral resources of the state. A zero-debt company, we're ranked 132nd among India's Fortune 500 Companies (2017) and among the Top-5 organisations by market capitalization in the mining sector.

GMDC Gramya Vikas Trust (GMDC-GVT), an initiative of GMDC, is headquartered in Ahmedabad and operational across 7 districts of Gujarat. It is working on various CSR Projects towards improving the quality of lives of various communities in its operational areas. It seeks professional possessing requisite expertise and experience to accomplish them.

JOB PROFILE

An ideal candidate would be professionals with relevant experience working in a Foundation, non-profit or CSR division of organizations, preferably, in the mining industry.

Program Manager – 2 Position

Program Managers would work geographically and thematically on various programs designs, field visits, monitoring and outcome results under the direction of the COO and they would coordinate and support the execution at the district level.

MBA in Rural Management/ PGDRD/PGDRM/ Master of Rural Studies/ MRM/ M.A. in Social Work, with a minimum of 3-5 years of proven relevant professional experience in project development, planning, implementation and monitoring with a focus on Health, Education, WASH, Skill Development, Climate Change.

Project Officer (IT) – 1 Nos.

Project Officer (IT) would work for regular updates of the website, capturing data on a real-time basis and shall ensure a robust corporate level website with regular updation of information.

B. Tech./B.E. in IT/ B.C.A. or equivalent and having 2 or more years of experience in the web portal management/ Data Management/ MIS handling of substantial sized programmes.

Project Officer (Accounts) – 1 Nos.

Accounts Officer shall be responsible for the maintenance of overall accounting system and ensure yearly statutory audit and shall coordinate with field account staff.

M.com / Inter CA or equivalent and having 4 or more years of experience in accounting.

For further information, visit www.gmdcltd.com

The application along with CV should be submitted with duly filled in GMDC-GVT Employee Application Form (available online) to the below address:

Gramya Vikas Trust

Gujarat Mineral Development Corporation Ltd.

(A Government of Gujarat Enterprise)

**Khanij Bhavan, 132 Feet Ring Road, Near University Ground,
Vastrapur, Ahmedabad- 380052**

JOB DESCRIPTIONS

PROGRAM MANAGER

- **Reports to: COO- GMDC-GVT** with line reporting to CEO GMDC-GVT.

Purpose of the post

Program Manager, GMDC-GVT shall be recruited at Head Office Level of GMDC and shall work under the direct supervision and guidance of COO. S/he shall be based at Ahmedabad (state level) and shall be responsible for determining the corporate objectives for CSR providing expertise, guidance of GMDC-GVT.

Key Duties and Responsibilities:

- To develop an effective CSR program encompassing environment, workplace, community and marketplace issues that will deliver agreed CSR goals;
- Responsible for the overall planning, coordination, implementation, monitoring and evaluation to ensure timely and effective running of all GMDC-GVT projects and guidance to Project Coordinators & Project Officers;
- Develop data collection formats, obtain and analyze programme specific data, and generate programme reports;
- Identify monitoring indicators and develop various tools at all levels to assess functioning of the programmes.
- Adhering to CSR compliance and understanding industry standards for measurement and establishing CSR performance indicators to bring the organization in line;
- Provide leadership in strengthening internal communications at all levels and promote a positive and supportive work environment.
- Facilitate the development of communication materials e.g. thematic presentations, narratives for different stake holders;
- Collect the detail Project Data on monthly basis and collate it and puts up to management for decision-making.
- Undertake periodic field visits to verify and authenticate data and to assess functioning of the monitoring systems;
- Prepare monthly, quarterly and annual progress reports, as required by Senior Management (COO, GMDC-GVT/ GMDC-GVT Board).
- Track the performance of the projects carried out under GMDC-GVT and provide suggestions for the performance improvement;
- Ensures that project funds are utilized in accordance with approved activities and standard financial procedures;

- To develop and author an annual CSR report that provides clear direction on strategy, delivery and performance;
- Defining metrics and processes for measuring performance, and preparing weekly, monthly, annual reports to demonstrate results;
- To perform any other tasks that may be assigned by the Management to fulfil programme objectives.

Required Educational Qualifications

- MBA in Rural Management / PGDRD/PGDRM/ Master of Rural Studies/ MRM/ M.A. in Social Work/MSW, from a reputed institute and recognized university.
- Previous work experience in a fast-paced, process-driven, corporate organization is desirable;
- Have an excellent communication skills and the ability to distil complex information into simple messages and concise communication materials, tailored for the audience.

Experience

- Minimum 3-5 years of proven relevant professional experience of a large scale government projects would be preferable.
- Knowledge and experience of project development, planning, implementation and monitoring.
- Must have knowledge and understanding of project finance procedures.
- Knowledge and experience of models towards sustainable networking (including participatory methodologies).
- Good command over Gujarati, English and Hindi languages.

PROJECT OFFICER- IT

Purpose of the post

Project Officer (IT), GMDC-GVT shall be recruited at Head Office of GMDC and shall work under the direct supervision and guidance of COO. S/he shall be based at Ahmedabad (state level). He/ She shall be responsible for coordinating and supervising the work related with computer systems/IT and ensuring users get maximum benefits from these facilities in GMDC.

Key Duties and Responsibilities:

- Regular updating of GMDC-GVT website for ensuring Transparency and Governance to the related stakeholders
- Handling procurement of IT related work through various means (E-tendering, GeM portal etc.)
- Ensuring the management and maintenance of GIS integration system developed for GMDC Web portal
- Handling CM Dashboard with state portal. Generating MIS reports for different government stakeholders (state and central government) as and when required
- Ensure updating and maintaining of the IT-based MIS portals developed for flagship projects being carried out at the state level
- Coordination and Follow-up with all District GMDC Staff (Field staff) (Nodal Officer) for the smooth functioning of GMDC Data as and when required and ensure that entered data into the system is correct and updated at the GMDC Website
- Provide training to the different stakeholders (Implementing Agencies etc.) for efficient data collection and usage of the portal.
- Coordinating with the IT vendor (empanelled with the GMDC) for regular updates/ changes/ new functional development at the web portal
- Gathering the GMDC-GVT State Nodal Unit requirements on time to time basis and making the feasibility analysis of the requirements (including the project objectives, new innovations, IT framework, man-day requirements, timeline and financial analysis etc.)
- Carry out any other requirements as advised by the GMDC-GVT

Skills

- Excellent IT skills
- Strong problem solving and interpersonal skills
- Logical and Reasoning skills
- Attention in details
- Team co-ordination skills
- Administrative capability

Required Educational Qualifications B. Tech./B.E. in IT/ B.C.A. or equivalent and having 2 or more years of experience of the web portal management/ Data Management/ MIS handling of substantial sized programmes

PROJECT OFFICER- ACCOUNTS

Purpose of the post

Project Officer (Accounts), GMDC-GVT shall be recruited at Head Office of GMDC and shall work under the direct supervision and guidance of COO. S/he shall be based at Ahmedabad (state level). He/ She shall be responsible for coordinating and supervising the work related with computer systems/IT and ensuring users get maximum benefits from these facilities in GMDC.

Key Duties and Responsibilities:

- Ensuring appointment of Audit agency and making sure the arrangements of pre-audit
- Maintaining Single entry accounting system
- Ensuring measures to be adopted to meet compliances issues of major and minor minerals
- Pass necessary journal entries & prepare cash trial and bank reconciliation statement
- Ensure that necessary books of accounts like cash book, ledger etc. are prepared and compare with exchange bank statement
- Compile & record the revenue statement and reconcile the balance with branch
- Update the fixed asset register for each addition of assets on the basis of disbursement Journal voucher & Record the detail of transfer in the fixed asset register at the headquarter
- Calculate depreciation at the end of each month as per the rates prescribed by the statute
- Prepare Bank reconciliation statement every month & Posting to General ledger and sub ledger & Prepare bank payment Vouchers, receipt vouchers, journal vouchers.
- Prepare payroll & make remittances including salary forwarding.
- Maintain various registers like Investment register, Earnest money deposit register, TA/DA register, Inward bill register etc.
- Carry out annual physical verification of fixed assets with reference to the fixed asset register. Prepare physical verification report and submit to the management.
- Prepare the details of the fully depreciated assets at the end of the year.
- Administer and monitor the financial system in order to ensure that the GMDC's finances are maintained in an accurate and timely manner.
- Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all money
- Administer employee files and records in order to ensure accurate payment of benefits and allowance.

Skills

- Excellent Accounting skills
- Strong problem solving and interpersonal skills
- Logical and Reasoning skills
- Attention in details
- Team co-ordination skills
- Administrative capability

Required Educational Qualifications: M.com/ Inter CA or equivalent and having 4 or more years of experience of the Accounting