



Placement Cell &lt;placementcellbau@gmail.com&gt;

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## For placement opportunity of BAU Sabour Students

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**Vedprakash Singh** <vedprakash.apmas@gmail.com>

25 April 2023 at 16:53

To: Placement Cell &lt;placementcellbau@gmail.com&gt;

Cc: HR Officer &lt;hr@apmas.org&gt;, madhu murthy &lt;madhumurthy@apmas.org&gt;, C Vasanth APMAS &lt;cvasanth@outlook.com&gt;

Respected Sir/Madam,

*Greetings from APMAS!!*

Thank you so much for writing to us. APMAS is actively working for the development of small and marginal farmers in Bihar through Farmer Producer Organisations (FPOs). These FPOs are being promoted under the Central Sector Scheme of Formation and Promotion of 10000 FPOs being implemented by the Ministry of Agriculture and Farmers Welfare, Government of India. APMAS is looking for the following positions to be filled:

- MIS & Documentation Officer: Siwan location (to handle 03 districts)
- Business Development Officer: Siwan location (to handle 03 districts)
- Program Officer Agri-Expert: Vaishali and Muzaffarpur locations

The JD for the same is shared in the mail for your kind perusal. Though the positions for both BDO and Agri-Expert require relevant experience of 02-03 years, we are still okay to explore freshers with potential profiles. Please share the profiles of interested candidates to work in the development sector and further APMAS HR team will arrange for virtual interviews to start with.

Warm Regards,  
Vedprakash Singh,  
Project Manager, APMAS  
**HIG 11 & 12, HUDA Colony**  
**Tanesha Nagar, Manikonda**  
**Hyderabad - 500 089**  
[www.apmas.org](http://www.apmas.org)  
9029243124



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### 3 attachments

 **JD\_MIS-FPOs\_APMAS.doc**  
34K

 **JD\_PO\_Agri Expert FPOs\_APMAS.doc**  
35K

 **JD\_BDO\_Bihar.docx**  
22K

## **Mahila Abhivruddhi Society (APMAS)**

**Position** : **MIS officer - FPOs**  
**Location** : **Nirmal/Adilabad district, Telangana state**

**About MAS:** Mahila Abhivruddhi Society (APMAS) is a national level technical resource organization working for the advancement of people's institutions such as women self-help institutions, farmer institutions, and other community-based organizations that believe in and respect the spirit of self-help and keep it as a guiding principle. It works closely with the state governments and key stakeholders in the development sector towards achieving poverty reduction and socio-economic empowerment of the marginalized and the poor.

**Overall, Purpose of the Job:** Plan and coordinate with the project team, FPO-CEO and BoDs for developing the MIS database for the FPOs and for the project; work on various technology platforms to enhance the project functioning and the FPO activities etc.

### **Key work deliverables**

- Conduct baseline and related studies as necessary for the project / FPOs
- Facilitate the collection and analyzing of various data for the FPOs
- Preparation of necessary MIS formats and ensure data management
- Update the MIS database on a regular basis and coordinate with the FPOs.
- Maintain photo and video documentation related to the project
- Work closely and report to APMAS FPO team

### **Eligibility Criteria**

- B. Tech/ BCA in Computer Science/ Information Technology or equivalent from a recognized University/Institute.
- With minimum 01 years of relevant work experience in the areas of handling complex assignments, MIS development, Data Analysis etc.
- Strong oral and written communication / negotiation skills in Telugu (must) and English
- Ability to work independently to achieve performance objectives and deliverables
- Work in a team and promote team spirit and culture

Interested candidates may please apply on the 'APMAS-HR recruitment page' by clicking on <http://apmas.in/apmas/hr> or may visit APMAS vacancies page at <http://www.apmas.org/vacancies.php>

**Note:** APMAS is an equal opportunity employer. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, disability, or other legally protected characteristics. All selections are on merit. Qualified women candidates are strongly encouraged to apply.

## **Mahila Abhivruddhi Society (APMAS)**

**Position** : **Project Officer – (Crop Husbandry) - FPOs**  
**Location** : **01- (Bihar), 01- (Andhra Pradesh), 01- (Telangana)**

**About MAS:** Mahila Abhivruddhi Society (APMAS) is a national level technical resource organization working for the advancement of people's institutions such as women self-help institutions, farmer institutions, and other community-based organizations that believe in and respect the spirit of self-help and keep it as a guiding principle. It works closely with the state governments and key stakeholders in the development sector towards achieving poverty reduction and socio-economic empowerment of the marginalized and the poor.

**Overall Purpose of the Job:** Plan and coordinate with the project team, FPO-CEO and BoDs for enhancing the production, productivity of the FPO members, provide agriculture extension services etc.

### **Key work deliverables**

- Conduct baseline and related studies as necessary for the project / FPOs
- Collect and analyze crop data for the FPO members.
- Work on methods and approaches to enhance both agriculture production and productivity of the FPO members.
- Work on developing the commodity value chain approach for the FPOs.
- Conduct capacity building programs as and when required.
- Liaison with various stakeholders like KVKs, Agriculture extension officers, and other value chain players.
- Participate in donor visits, meetings and workshops to share the learning from the project
- Coordinate with Project Manager/ District Coordination and participate in the monthly meeting for review, planning, and effective implementation
- Prepare progress reports and plans (Monthly, Quarterly & Annual) for submission
- Prepare case studies and process documentation
- Work closely and report to APMAS FPO team

### **Eligibility Criteria**

- Post-Graduate in Agriculture or Allied field from a recognized University.
- With five years of relevant work experience in the areas of crop production techniques, technology intervention and working with FPOs/Large Farmers' Groups etc.
- Strong oral and written communication / negotiation skills in Telugu and English
- Ability to work independently to achieve performance objectives and deliverables
- Work in a team and promote team spirit and culture

Interested candidates may please apply on the 'APMAS-HR recruitment page' by clicking on <http://apmas.in/apmas/hr> or may visit APMAS vacancies page at <http://www.apmas.org/vacancies.php>

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## Mahila Abhivruddhi Society (APMAS)

**Name of the staff** : Aarti Kumari  
**Job Title** : Business Development Officer (BDO) - FPOs  
**Location** : Vaishali and Muzaffarpur, Bihar

**LINE MANAGEMENT (Administrative):** Mr. Durjoy Basak

**LINE MANAGEMENT (Technical):**

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### **ROLE DESCRIPTION:**

Business Development Officer will be responsible for all the business-related activities at FPO level in entire project area of Vaishali and Muzaffarpur districts in Bihar state. Fulfilling the organizational vision and mission by effective planning and coordination with the project team, FPOs BODs, Institutional Buyers, Bulk Buyers for Business development. Facilitate FPOs to take up input marketing of licensed, non-licensed items by linking with input supplying companies and also facilitate output marketing by directly linking buyers and sellers, explores opportunities to start primary and secondary processing businesses at FPO level. Involve in product development, reducing the cost of cultivation, documentation and submission of periodical reports.

The three core areas or major areas for measuring the performance at this position would be:

1. **Project/ Organizational:** In the capacity of Business Development, the person is mainly responsible for livelihood projects supported by organisation and wide network in marketing, coordinating with team members, regular field visits to understand the market areas.
2. **Capacity Building:** The person helps to develop and implement the strategies to improve the business, conducting training programmes on value addition and post-harvest activities to BODs and CEOs.
3. **Business Development:** The person is responsible to build the market access to small, medium and marginal farmers, identification of clients, establishing marketing linkages, developing new successful business models, Supply Chain Management.

### **Key Responsibilities**

1. **Project/ Organizational:**
  - a. Coordinate with the project staff, FPO-CEOs to prepare reports and documentation as and when needed.
  - b. Contacting potential Buyers across various locations to build relationship and arranging meetings.
  - c. Conducting regular field visits, meetings and workshops to motivate and share the learning knowledge.

- d. Ensure the regular updating of project related MIS for input and output marketing business of FPO.

## **2. Capacity building**

- a. Identifying the opportunities, coordinating with team and conducting training programmes, workshop and field visits to the FPOs,
- b. Developing various strategies to improve for both existing and new business opportunities.
- c. Conducting programmes to create awareness on post-harvest activities, value addition and new technology adaption.
- d. Continuous updating on new Govt. scheme related to FPOs business.

## **3. Business Development:**

- a. Improve market access for smallholder farmers through FPOs and establish linkages with private and Govt. Agencies for both input and output marketing of FPO.
- b. To be part of the decision-making body regarding business activities and take lead in business development for the FPO.
- c. Make extensive field visits and attend farmers group meetings, FPO board meetings, etc., to assess the challenges and opportunities
- d. Networking and partnership management with stakeholders such as NGOs, FPOs, Financial institution and Institutional buyers.
- e. Preparing FPOs Business Planning and Establishment of required systems in FPOs
- f. Ensure inputs requirement at the farmer level and consolidation of information at FPO level for the planning of collective activities.
- g. Weekly field visits for demand and supply assessment in Input and output marketing.

### **A. Input Marketing:**

- a. Promote input marketing of the FPOs promoted/supported by APMAS
- b. Developing market linkages to the FPOs (From both private players and Internal FPOs).
- c. Facilitate applying and acquiring required licenses like inputs, Marketing and other dealerships in addition to Pan, GST, Set systems, for FPOs
- d. Work towards re-application of licenses on the verge of expiry. Coordinate and connect with suppliers and distributors for procurement of agri-inputs.

### **B. Output Marketing:**

- a. Market support to the partner FPOs staff, BOD ensuring better access to institutional buyers.
- b. Managing core operations like price fixations and logistic planning of multiple FPOs in multiple commodities such as Paddy, Onion, Chilli, Millets etc.
- c. Promote output marketing of the FPOs promoted/supported by APMAS.
- d. Work towards feasibility and viability study of output marketing business activity.
- e. Analysing the price trends for the identified commodities.
- f. Work in developing business process design and commodity value chain framework for output marketing activities.

- g. Customer identification and acquisition.
- h. Preparing annual plans, DPRs, Book keeping, MIS, Credit support for Primary processing units and warehouses.
- i. Must know about quality parameters of vegetables and fruits.
- j. Creating vendor codes at different buyers and other licenses related to marketing

**OTHER ACTIVITIES:**

- a. Monitoring FPOs who have availed financial products from various financial institutions for timely repayment of the Loan.
- b. Supporting the FPOs in planning the effective use of loan availed by implementing the business projections.
- c. Achieving the monthly and seasonal targets as per the FPO annual plan.
- d. Preparing plans and timely submission of work assigned by reporting officer from time to time.

**KEY QUALIFICATIONS:**

- a. Must be Post-Graduation in Agri-business Management.
- b. Preferably 2-3yrs experience in Agri-Marketing/ Value chain development.
- c. Good knowledge in Agri input and output market
- d. Technical Knowledge – Ms word, Excel, MIS is must.