

Shram Sarathi

Designation: Branch Manager

Vacant Positions: Two

Location: Udaipur district, Rajasthan

Last Date of Application: Oct 15th, 2018

Shram Sarathi (www.shramsarathi.org), headquartered in Udaipur, is a non-profit section 8 company registered in 2007 with a vision “to become a leading agency towards ensuring secure, dignified lives of communities dependent on labour and migration”. Shram Sarathi has been promoted by **Aajeevika Bureau** (www.aajeevika.org) and since its inception Shram Sarathi has undertaken pioneering work in providing financial services and solutions to vulnerable seasonal migrants and their families from rural Rajasthan.

Shram Sarathi serves as an incubator for financial services for migrant households. Shram Sarathi services include savings management, credit, insurance, pension and social security linkages, financial literacy and counselling. Shram Sarathi has a unique loan product aimed at migrant households.

Shram Sarathi is steadily expanding its operations to new locations across south Rajasthan and deepening financial inclusion work for various segments of migrant workers. Shram Sarathi is seeking a **Branch Manager** to play a leading role in Shram Sarathi’s expansion in block area of Udaipur district.

POSITION	Branch Manager
LOCATION	Shram Sarathi’s operations are primarily rural. The candidate shall be based in the block area of Udaipur district and will be required to travel to villages frequently.
ROLES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Managing Operations, Service delivery & Financial Literacy The candidate will be required to run and monitor the operations in the branch. This involves ensuring that targets for services such as micro-credit, savings, insurance and pension are met; maintaining and improving the quality and standard of services delivered and ensuring expansion of the financial literacy programme in the field areas. • Branch Administration, Cash Management, Accounts & Documentation Maintain all necessary branch journals, cash books, ledgers and registers on a regular basis and ensure transparent management of cash. Branch documentation such as field meeting registers, product registers, footfall registers etc. Also should be maintained as per prescribed standards. <p>The Branch Manager will report to the General Manager.</p>

CANDIDATE PROFILE	<ul style="list-style-type: none"> • Willingness to be based at the block level with the energy and drive to work with tribal / rural communities • The candidate must have a post-graduate degree in the fields of finance/ economics/commerce/ management or similar disciplines. • S/he should preferably have at least 3 years work experience in the field of <u>micro-finance and financial inclusion</u> working with vulnerable rural communities. Candidates with previous experience in retail or corporate finance but looking for a change are also encouraged to apply. • The candidate should be fluent in Hindi and have a functional knowledge of English. • Strong quantitative skills with knowledge of making and monitoring financial projections. • The candidate should be outgoing, enthusiastic and articulate. Should have a strong commitment to solve problems of rural poor.
APPLICATION REQUIREMENT	<p>Please send your bio data with a covering letter stating clearly why you consider yourself suitable for the position of Branch Manager. Bio data without a required covering letter will not be considered. Complete applications should be mailed to jobs@shramsarathi.org and jobs@aajeevika.org before Oct 15th, 2018.</p>
REMUNERATION & BENEFITS	<p>Rs. 2.8 – Rs 3.6 lakh per annum depending upon qualification and experience. Good growth within organisation and excellent opportunity to gain leadership skills.</p>