

Rajasthan Shram Sarathi Association (RSSA)

Position: Branch Manager

Location: Salumbar Block and Udaipur City, Rajasthan

Last Date of Application: May 27, 2018

Rajasthan Shram Sarathi Association (RSSA) (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”. RSSA has been promoted by **Aajeevika Bureau** (www.aajeevika.org) and since its inception RSSA has undertaken pioneering work in providing financial services and solutions to vulnerable seasonal migrants and their families from rural Rajasthan.

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

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

POSITION	Branch Manager
LOCATION	Shram Sarathi's operations are primarily rural. The candidate shall be based in the Salumbar block 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. • Branch Leadership, Recruitment & Training Assist in the recruitment of field staff; induction and training of field teams; team motivation and mentorship; providing inputs to senior management on capacity gaps and assist in design of training sessions both on the field and in the classroom • Planning & Data Management

	<p>Periodic documentation of branch operational and financial performance and drafting reports for submission to senior management is an important function expected of the candidate. S/he will be required to lead planning sessions with field teams on a monthly basis, monitor field activities on a daily basis and provide regular updates to senior management.</p> <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 REQUIRMENT	<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@aaajeevika.org before May 27th, 2018.</p>
REMUNERATION & BENEFITS	<p>Rs. 2.8 – Rs 3.6 lakh per annum depends upon qualification and experience. Good growth within organisation and excellent opportunity to gain leadership skills.</p>