



## JOB DESCRIPTION

**POSITION:** Manager/ Sr Manager – Agri Vertical

**LOCATION:** Delhi

**REPORTS TO:** Team Lead

**LEVEL/GRADE:** Manager/Sr. Manager

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### About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for the livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programs on the ground (Tier-I), working with Civil Society Organizations, Government Departments, the Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS with its head office in New Delhi has a pan-India presence having state offices in 9 states and 26 project offices. More at [www.accessdev.org](http://www.accessdev.org)

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ACCESS Development Services is currently implementing numerous programs in agri-value chain development, climate resilient agriculture, carbon farming and FPOs; Andhra Pradesh, Assam, Madhya Pradesh, Odisha, Rajasthan, Telangana and West Bengal in collaboration with various Public Sector, Philanthropic and CSR agencies. All programs are being managed by respective Team Leaders at State or program level.

ACCESS is seeking a self-starter professional to ensure effective coordination between the field and HQ, to coo-p with the expanding portfolio.

### Responsibilities:

1. Day today coordination with field team on behalf of the VP-Agri
2. Maintain a smooth MIS for an efficient decision support system
3. Keep track on the budget and deliverables of programs
4. Prepare donor reports in close coordination with the field team
5. Support in business development/ proposal writing
6. Facilitate partnerships development/linkages/convergence with key knowledge/technology institutions, private firms, marketing institutions, and traders& Govt. departments/institutions.
7. Organize monthly review meetings for different programs and take follow-up for action points
8. Prepare monthly news-letter/s for Agri vertical/ Programs for internal and external circulation
9. Coordinate with the Team Leader and the team for planning and execution of planned activities.
10. Ensure timely reporting
11. Ensure all regulatory compliances are met as per requirement.





### Education & Experience:

MBA Agribusiness, MBA – Marketing, MBA – RM/RD, B. Sc Agri with MBA  
Minimum 7 years of experience in Agri program management

### Skills and competencies:

1. Work experience in the allied sector is an added advantage
2. Experience in donor report writing/ proposal writing/ success story writing/
3. Attitude to understand and empathize grassroots level challenges and work with a team
4. A person with result orientation and self-starter with clarity of thought will be preferred.
5. Thorough understanding of agri value chain - production, processing, storage and distribution with emphasis on market-oriented production systems.
6. Excellent written and verbal communication and interpersonal skills.
7. The position will require 30% travel
8. Data analytics skill is preferable

### Travel Requirement

- Willingness to travel 40% or more including in remote geographies within India

**COMPENSATION:** The salary range in this position is commensurate to industry standards and will be determined based upon the experiences and fixed as per the HR policies of the organization.

*ACCESS is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability,*

**Interested candidates should send an up-to-date CV and cover letter addressing the above requirements to [sukhbir@accessdev.org](mailto:sukhbir@accessdev.org). Only short-listed candidates will be contacted. The deadline is September 29<sup>th</sup>, 2022.**

