

HOWRAH COOPERATIVE MILK PRODUCERS' UNION LIMITED

(A Govt. of West Bengal Project under IDDP-III, Registration No. U/H/60 of 2007)

Head Office: Shyampur Bulk Milk Cooling Unit (Near Shyampur BDO Office)

Shyampur, Howrah – 711314, Phone No. 03214 264193,

Mail: hmuvbmps@gmail.com



Advertisement for recruitment of Technical Officer for Howrah Milk Union.

Memo No. HMU/Adv./T.O/40

dt. 21.02.18

Job Title : Technical Officer

Nature of Appointment: On Contract.

Remuneration : Rs. 19000.00 p.m.(consolidated)

Selection Procedure : Walk-in-interview

Skill and Qualification :

- Bachelor Degree in Veterinary Science/ Food Technology / Dairy Technology from a recognized university with 2 years experience, preferably in a milk industry.
- Strong interpersonal skills and ability to establishment working relation with various stakeholders and influencing skills with the ability to communicate various levels.
- Ability to work in an organized and timely manner, ability to work in a team and to lead a team.
- Ability to coordinate various training programmes efficiently.
- Organizational skills with the ability to manage competing tasks and to meet deadlines.
- Good oral and written communication skills in both Bengali & English.
- Adequate Computer knowledge i.e. operating/using MS Office (Word/Excel, Power point) and internet including writing e-mails.
- Willingness to travel extensively in the rural areas, and if required, stay in villages during the field visits.
- Willingness to attend training programmes, seminar, workshop in places within and outside as required.

Major Roles :


- Community mobilization and gender sensitization with awareness creation.
- To look after milk procurement activities of Howrah milk union intensively.
- Adequate knowledge for manufacturing value added products like ghee, paneer, lassi etc.

Specific Roles and Responsibilities :

Conduct meetings/gramsabhas with target group in the project area for explaining them about project and benefits of Dairy Cooperative Societies (DCS).

- Mobilize and persuade women farmers for organizing all women DCS, as well as increasing the women membership in strengthened DCS under VBMPS and maintaining record of the same.
- Encouraging more women to take leadership roles in governance of village level institution.
- Organize meetings and facilitate the selection of Management Committee (MC) and secretary.
- Ensure documentation of all related activities in soft and hard (documentation for DCS organization and registration).
- Coordinate for organization of training programs for MC and DCS secretary and organize Awareness program on Clean Milk Production (CMP) at village level.
- Ensuring greater participation of women in Farmers Induction/Orientation Program/CMP awareness programmes.
- Conduct monitoring activities, data collection and reporting.
- Develop weekly updates and monthly report on the assigned task and submit to reporting officers.

Key Expectation: He/She is expected to arrange mobilization and spread awareness among women milk producers for organizing society coordination for various training program.


For Howrah Cooperative Milk
Producers' Union Limited
Managing Director