**Terms of Reference (TOR) for Deputy Manager (Kaja Throm):**

The Operations Manager is responsible for ensuring that:

* Overseeing day-to-day operations of the market.
* Maintain and check the proper record keeping and financial transaction made by the Management (both in hard and soft copy), financial transactions, including budgeting, revenue collection, and financial reporting.
* Ensure that all the procurements and expenditure made by the Kaja Throm Management should be as per the procurement rules and regulations, MoF.
* Vendors fully comply with their obligations and duties related to the proper conduct of their businesses;
* Disallow the sale of ineligible products in contradiction to the Rules and Regulations and Kaja Throm Guideline;
* Vendors display their goods neatly and properly on the Sale Counters *(****no commodity should be displayed on the floor****);*
* Vendors sell commodities only from designated stalls for specific products such as the Vegetable Section, Fruit Section, Meat and Dry Fish Section, Butter and Cheese Section, Doma Section, Incense Section, Cereal Section, etc.;
* Vendors adhere with hygiene and sanitation requirements;
* Assist in proper allotment of stalls for both local farmers and regular vendors in their designated areas;
* Unsafe, spoilt and rotten vegetable/ fruits/cereals /others which are seized are safely and properly disposed off at the designated sites;
* Vendors and Wholesalers segregate the vegetable and other wastes in the designated bins and timely emptying of rubbish bins into the waste disposal truck;
* Execute the development and maintenance work such as structure, electrification and plumbing of the Kaja Throm
* Create conducive atmosphere at the Kaja Throm complex through effective awareness to Vendors and Customers about the Do’s and Don’ts at the Kaja Throm;
* To monitor and ensure the duties of the security guards and sweepers of the Kaja Throm
* Assist the Management office to settle disputes as and when it arises at Kaja Throm
* Receive and process vendor’s appeal to the Manager, Kaja Throm.
* Carry out any other work as assigned by the management.