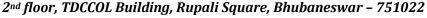
## ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME ST & SC DEVELOPMENT DEPARTMENT 2nd floor, TDCCOL Building, Bungli Square, Phylogreguer, 751022





#### RECRUITMENT OF STAFF FOR MICRO PROJECT AGENCIES (MPAS)

Programme Director, OPELIP invites applications from eligible candidates for recruitment of Project Manager to be positioned at MPAs on contractual basis. Application form along with the detailed ToR for the post of Project Manager can be downloaded from two websites i.e. <a href="https://www.opelip.org">www.opelip.org</a> <a href="https://www.opelip.org">www.otelp.org</a> <a href="https://www.opelip.org">www.otelp.org</a> <a href="https://www.otelp.org">www.otelp.org</a> <a href="https://ww

Only shortlisted candidates will be called for Interview for recruitment. Programme Director, OPELIP reserves the right of accepting or rejecting the applications without assigning any reason thereof.

-Sd/-Programme Director

# ToR for MPA Level Staff

SL No	Job Description	Education Qualification	Age on 01.05.18	Professional Experience	Monthly Consolidated Salary(in Rs.)
	technical sub-committees set up at the Palli Sabha level; Consolidating the VDPs and preparing the annual work plan of the MPA with targets for physical and financial performance; Assisting in the design and implementation of a participatory monitoring and evaluation system as per OPELIP guidelines and in close collaboration with the selected resource NGO//M&E Agency; Establishing a computerized MIS system at the MPA; Collating and analyzing data from the field and preparing monthly progress reports for submission to PMU; Disaggregation of data according to gender and social groups and analyzing it in order to monitor for mis-targeting requiring preventive action; Disseminating the strengths and weaknesses of programme implementation for undertaking mid-course correction; Collaborating with agencies selected to conduct the mid-term review, concurrent impact assessment and evaluations; Providing necessary assistance to individuals/organisations selected to undertake process Documentation and documentation of indigenous knowledge.	Economics/ Rural Development from recognized university/insti	Maximum 45 years	With a minimum of 8-10 years of relevant experience in development sector, with progressive team management responsibilities. Should have managed a 8 person team over the past 3 years Must be fully computer literate	30,000/-

Monthly allowances will be paid as admissible.

• Candidates have to fill up the application form as per the prescribed format only in order to avoid rejection.

• All the candidates appearing the interview should bring original certificates against their qualification, experiences etc. along with a photocopy of each documents for verification

Preference will be given to the person who belones to the person to be a second to the person to the person





## **APPLICATION FORM**

Position applied for	Paste recent Passport size
Date of application	photograph here

### 1. Personal Details

Name of the Candidate (Ms/ Miss/ Mrs/ Mr)	(First Name)	(Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile:		
Telephone Residence		
Telephone Office		
E-mail address		
Date of Birth		
Category (ST/SC/ General)		
Sex: (Male/ Female)		

## 2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of	Division/ Grade
			Completion	Grade

## 3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

## 4. Computer Literacy:

(Mention all software known/used)		

## 5. Employment / Experience Records

Name and	Designation	Period	Experience	Brief description of duties
Address of the			In year	
Employer			and	
			Month	

Language	Ability to Converse		Ability to Read			Ability to Write			
	Poor	Fair	Good	Poor	Fair	Goo d	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (Please specify)									

7. **Reference:** (Two persons to whom you have professionally reported)

Reference 1	Reference 2

#### **Declaration:**

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/ terminated without any further notice.

Date:	
Place:	Signature of the Applicant