



**ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME  
ST & SC DEVELOPMENT DEPARTMENT**

**2<sup>nd</sup> floor, TDCCOL Building, Rupali Square, Bhubaneswar - 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. [www.opelip.org](http://www.opelip.org) & [www.otelp.org](http://www.otelp.org). Last date of receipt of applications **by post/courier only** is **26.05.2018** at **05.00 P.M.**

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	Position	Job Description	Education Qualification	Age on 01.05.18	Professional Experience	Monthly Consolidated Salary(in Rs.)
1	Project Manager	<p>Responsible for day to day implementation of the project at <b>MPA, LSDA, Serango</b>.</p> <p>Coordinating the activities of all Programme staff and responsible for work planning and organization of the MPA technical team ;</p> <p>Assisting the Palli Sabhas and the facilitating NGOs to prepare VDP with budgets for the activities proposed taking into account the Plans and budgets of the technical sub-committees set up at the Palli Sabha level;</p> <p>Consolidating the VDPs and preparing the annual work plan of the MPA with targets for physical and financial performance;</p> <p>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&amp;E Agency;</p> <p>Establishing a computerized MIS system at the MPA;</p> <p>Collating and analyzing data from the field and preparing monthly progress reports for submission to PMU;</p> <p>Disaggregation of data according to gender and social groups and analyzing it in order to monitor for mis-targeting requiring preventive action;</p> <p>Disseminating the strengths and weaknesses of programme implementation for undertaking mid-course correction;</p> <p>Collaborating with agencies selected to conduct the mid-term review, concurrent impact assessment and evaluations;</p> <p>Providing necessary assistance to individuals/organisations selected to undertake process Documentation and documentation of indigenous knowledge.</p>	<p>Should be at least a Master Degree in Business Administration /Rural Management Sociology/ Social work/ Economics/ Rural Development from recognized university/institutes.</p>	<p>Maximum 45 years</p>	<p>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</p>	<p><b>30,000/-</b></p>

*(Signature)*  
10/5/18

- 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 belongs to ...





## APPLICATION FORM

<b>Position applied for</b>		<b>Paste recent Passport size photograph here</b>
<b>Date of application</b>		

### 1. Personal Details

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

### 2. Education Qualification (10<sup>th</sup> Standard onwards)

<b>Qualification</b>	<b>Institution</b>	<b>Subjects</b>	<b>Year of Completion</b>	<b>Division/ Grade</b>

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

<b>Course</b>	<b>Duration</b>	<b>Institution</b>	<b>Details</b>

**4. Computer Literacy:**

(Mention all software known/used)

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**5. Employment / Experience Records**

<b>Name and Address of the Employer</b>	<b>Designation</b>	<b>Period</b>	<b>Experience In year and Month</b>	<b>Brief description of duties</b>

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

6. **Language Proficiency** (Please tick in the appropriate box)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	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**