



ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME

ST & SC DEVELOPMENT DEPARTMENT

2nd floor, TDCC Building, Rupali Square, Bhubaneswar – 751022



EMPANELMENT OF STAFF FOR OPELIP IN 17 MICRO PROJECT AGENCIES(MPAs).

Programme Director, OPELIP invites applications from eligible candidates for empanelment of Staff to be positioned at MPAs, to be on engaged on contractual basis. Application form along with the detailed ToR of each posts can be downloaded from two websites i.e. www.opelip.org & www.otelp.org . Last date of receipt of applications **by post/courier only is 11.05.2017 at 05.00 PM**. The interview for the said posts will be conducted giving intimation through e-mail , telephone and the name of the shortlisted candidates will be placed in the websites. Seven days time will be allowed to join the posts in case the candidate is selected. These conditions are laid down keeping in view the requirement of personnel during 1st week of June to start the project work at MPA level.

Only shortlisted candidates will be called for Interview for empanelment. 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 01.01.17	Professional Experience	Monthly Consolidated Salary(in Rs.)
1	Project Manager	Responsible for day to day implementation of the project at MPA level Coordinating the activities of all Programme staff and responsible for work planning and organization of the MPA technical team ; 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; 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;	Should be at least a Master Degree in Business Administration /Rural Management Sociology/ Social work/ Economics/ Rural Development from recognized university/institutes.	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/-

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		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.				
2	Junior Agriculture Officer	Liaising with the Agriculture & Horticulture & Animal Husbandry/ Fisheries Department in developing cropping and farming systems including horticultural crops keeping in view the traditional farming practices of the tribal people, new opportunities to increase farm production and the household income, and overcome seasonal household food insecurity; Developing key extension messages and designing demonstrations for promoting improved cultural practices and livestock practices in the context of micro-project areas Liaising with the NGO Staff for feedback on the agriculture and horticulture and livestock development needs; Supporting and supervising any micro-project development for crop diversification e.g. on horticultural crops such as turmeric, ginger, pepper, etc. Taking necessary actions to develop solutions	Should be an agricultural graduate from recognized university/institutes	Maximum 45 years	With a minimum of 5-6 years of relevant experience in development sector. Must be a computer literate.	20,000/-

SL No	Position	Job Description	Education Qualification	Age on 01.01.17	Professional Experience	Monthly Consolidated Salary(in Rs.)
		through adaptive/action research and exposure visits to areas with best practices; Overseeing the performance of the livestock development activities promoted under the Programme and resolving any implementation issues; and Monitoring all agricultural and livestock activities at the field level in collaboration with the communities. Exploring market linkages and demand and price trends for the relevant products; and developing linkages with private sector input supply and output marketing				
3	Social Mobilizer/ Field Assistant	Mobilizing community and promoting different cadres of institutions(SHG,VDA,VDC,UG etc.) at different level Coordinating and supervising all activities related to training and development of Palli Sabha level committees, SHGs, and Village Volunteers Coordinating with the line agencies to ensure harmonization of government sponsored schemes with that of the OPELIP interventions; Assisting in forming and training SHGs, preparing lending procedures and policies for intra-group lending, providing equity grants linking with banks and reviewing performance in collaboration with the facilitating NGOs; Conducting district level workshops for bank staff, NGO officials, community leaders, lead	Should be an Post Graduate in Rural Management/ Economics/ Sociology/ Social Work/Rural Development from recognized University/ institutes.	Maximum 45 years	with a minimum of 5-6 years of relevant experience in development sector. Must be a computer literate	20,000/-

SL No	Position	Job Description	Education Qualification	Age on 01.01.17	Professional Experience	Monthly Consolidated Salary(in Rs.)
		bank staff and NABARD officials to increase the level of confidence between the tribal communities and the formal financial institutions; Assisting the facilitating NGOs to obtain loans from the Programme to on-lend to SHGs; Assisting NGOs to establish linkages with different agencies; Organising study tours and exposure visits for bankers and SHG members; Acting as nutrition focal person, and coordinating with health and ICDS for reducing malnutrition in the target communities; Implementing the gender strategy of OPELIP in the MPA target areas; Conducting various gender sensitization workshops as per the requirement of project; Supervising and monitoring for gender equity in all activities; Monitoring project activities and reporting accordingly;				

- 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.



APPLICATION FORM

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

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 Completion	Division/ Grade

3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

4. Computer Literacy:

(Mention all software known/used)

5. Employment / Experience Records

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

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

[illegible]

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

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