

## **TOR OF SUBJECT MATTER SPECIALISTS OF PSU,OTELP PLUS**

### **1. A. Programme Officer( Livelihood & Natural Resource Management-Agriculture)**

The Programme Officer (Livelihood & Natural Resource Management-Agriculture) would be responsible for:

- i) Monitor the facilitation of the Village Development Committee (VDC) for their involvement in Annual Palli sabha planning event for MGNREGS and subsequent documentation of outcome.
- ii) Facilitate field based Integrated Natural Resource Management (INRM) training for the FNGOs & ITDA staff and based on the training, make further facilitation to prepare INRM based Village Development Livelihood Plan (VDLP) that combines Land & Water Resource Development with farming system development for implementation through convergence.
- iii) Facilitate up-scaling of the good practices under Agriculture and Horticulture Development in the programme areas of phase I & II through convergence.
- iv) Develop strategies to ensure timely availability of quality planting materials (seeds, seedlings, Horticulture saplings etc) as per people's demand.
- v) Facilitate the officials of ITDAs and FNGOs for promotion of integrated farming system in the community tanks and farm ponds for economic development of tribals in programme areas of OTELP PLUS.
- vi) Ensure proper execution of WADI plantation programme along with the inter cropping systems and commercial vegetable cultivation in the raised beds after installation of drip irrigation by sample checking in the field and co-ordinate ITDAs and monitor the programme
- vii) Facilitate implementation of System of Rice Intensification (SRI) , Millet Development and establishment of village level seed banks in the programme areas of OTELP PLUS. He will finalize the action plan on the above programme in consultation with FNGOs and ITDAs and supervise the activities constantly for their success.
- viii) Promote organic farming including vermi-composting, use of bio-fertilizer, pot manuring, green manuring, mulching, etc. Specifically he will facilitate the ITDAs for establishment of Vermi compost units with all the WADI farmers and through women SHGs and monitor the implementation regularly.
- ix) Keep liaison with the officials of Agriculture ( Agriculture, Horticulture & Soil Conservation directorates, Watershed mission, OSSC, OAIC, Seed certification agency) Panchayatiraj & Water Resource departments, OUAT including KVKs, ICAR institutes (CRRI, CTCRI, CHES, Directorate of Water etc.), ICRISAT for getting their support in various activities like solution of field level problems, development of strategy, capacity building, preparation of guidelines and project proposals etc.
- x) Keep constant co-ordination with FNGOs officials for the gaps and its solutions.
- xi) Facilitate preparation of IEC materials in odia and pictorial form on key technical interventions under Agriculture development.
- xii) Any other tasks as may be assigned by the Programme Director time to time.

**Qualification & Experience:** A graduate/post-graduate in Agriculture with minimum 5-6 years field experience in agriculture & allied sciences/rural livelihood enhancement project in tribal areas

-Recently retired employee of Govt./ Govt. Public Sector Undertaking in the rank of a Deputy / Joint Director or above in Agriculture Department, having above qualification and with no serious health conditions, can also be engaged as per prevailing norms with age below 65 years.

Pending criminal/departmental proceedings in case of retired Govt. employee will be a bar to apply for the post. He/She should not have been punished/convicted in criminal/disciplinary proceedings.

**Age:** 45 years of age as on 01.04.2017.

**Remuneration:** Rs.50,000.00 consolidated per month.

### **B. Programme Officer( Livelihood and Natural Resource Management-Livestock)**

The Programme Officer (Livelihood and Natural Resource Management-Livestock) would be responsible for:

- i) Assisting the PSU and the ITDAs on Livestock and Animal Husbandry Development especially under goatery, poultry, dairy, duckery and pisci culture activities by formulation suitable projects for OTELP PLUS ITDAs and implementation of the same.
- ii) Imparting CB programme to WDT (livestock), Paravets, LI, CSP and production of relevant training material in the above livestock sectors.
- iii) Conceptualize and develop projects based on poultry, goat rearing etc.;
- iv) Preparation /Consolidation of Annual Work/Action Plans livestock development submitted by ITDAs along with Budget;
- v) Scrutinize proposals received from implementing agencies viz. ITDAs and recommend for approval;
- vi) Provide technical assistance in terms of breed improvement, poultry feed production and management, procurement of animals, best practices in livestock development etc.;
- vii) Design and implement monitoring and evaluation system for livestock project
- viii) Coordinate with NGOs, CBOs & Govt. Depts. for implementation of projects; Monitor work of the implementing agencies including those based on the field level inspection/observation and ensure successful implementation of projects;
- ix) Facilitate capacity building programmes on livestock development for project stakeholders;
- x) Collection of relevant information and Documentation of Best Practices.
- xi) Periodic visit to project locations to facilitate project implementation.
- xii) Any other tasks as may be assigned by the Programme Director time to time.

**Qualification & Experience:** The Programme Officer (Livelihood & Natural Resource Management-Livestock) should be A graduate/post-graduate in Veterinary Science/ Animal Science / Poultry Science /Livestock Production & Management with minimum 5-6 years field experience in livestock production and management project in tribal areas

-Recently retired employee of Govt./ Govt. Public Sector Undertaking in the rank of a Deputy / Joint Director or above in Veterinary & AH Department, having above qualification and with no serious health conditions, can also be engaged as per prevailing norms, with age below 65 years.

Pending criminal/departmental proceedings in case of retired Govt. employee will be a bar to apply for the post. He/She should not have been punished/convicted in criminal/disciplinary proceedings.

**Age:** 45 years of age as on 01.04.2017.

**Remuneration:** Rs.50,000.00 consolidated per month

### **2. Programme Officer – Capacity Building**

The Programme Officer – Capacity Building would be responsible for:

- i) procurement of resource NGOs and other service providers at the apex level;
- ii) coordination and supervision of all activities related to training and development of Pali Sabha level committees, SHGs, and Village Volunteers;

- iii) capacity building of facilitating NGOs, Village Animators and ITDA staff;
- iv) supervise activities related to legal defense fund;
- v) supervising and monitoring for gender equity in all activities; and
- vi) coordination with the line agencies to ensure harmonization of government sponsored schemes with that of the programme interventions.
- vii) Any other tasks as may be assigned by the Programme Director time to time.

**Qualification & Experience:** The Programme Officer-Capacity Building should be a Post graduate degree in rural management/sociology/rural development / MSW / MBA in rural management or rural development from recognized universities / premier institutes . Should have 4-5 years of relevant experience in reputed Government/NGO/INGO/bilateral/multilateral project .

Pending criminal/departmental proceedings in case of retired Govt. employee will be a bar to apply for the post. He/She should not have been punished/convicted in criminal/disciplinary proceedings.

**Age:** 45 years of age as on 01.04.2017.

**Remuneration:** Rs.50,000.00 consolidated per month

### **3. Programme Officer ( Planning, Monitoring & Evaluation)**

The Programme Officer(Planning ,Monitoring & Evaluation) would be responsible for:

- i) consolidation of annual work plans and budgets and submission to the Governing Body and nodal agencies;
- ii) designing and implementation a participatory monitoring and evaluation system in close collaboration with the selected resource NGO/M&E Agency and the project management group supported through DFID technical assistance;
- iii) establishing a computerized Programme monitoring system including developing formats and procedures for establishing a web based management information system (MIS);
- iv) ensuring gender desegregation and analysis of data;
- v) organizing appropriate training for district PME programme officer and relevant NGO staff in participatory monitoring, MIS and the computer skills necessary for these;
- vi) collating and analyzing data from the field and preparing monthly progress reports on implementation and impact;
- vii) providing constructive feedback to the ITDAs concerning reports received;
- viii) disseminating the strengths and weaknesses of Programme implementation for undertaking mid-course correction;
- ix) collaborating with agencies selected to conduct the mid-term review, concurrent impact assessment, and evaluations; and
- x) providing necessary back-stopping to the individuals/organization selected to undertake process documentation.
- xi) Any other tasks as may be assigned by the Programme Director time to time .

**Qualification & Experience:** The Programme Officer (Planning, Monitoring & Evaluation) should be a Post graduate in Management or Economics . Should have 4-5 years of relevant experience in reputed Government/NGO/INGO/bilateral/multilateral project .

Pending criminal/departmental proceedings in case of retired Govt. employee will be a bar to apply for the post. He/She should not have been punished/convicted in criminal/disciplinary proceedings.

**Age:** 45 years of age as on 01.04.2017.

**Remuneration:** Rs.50,000.00 consolidated per month

#### **4. Manager( Management Information System)**

The Manager(Management Information System) would be responsible for:

- i) documenting the hardware and software needs of the project;
- ii) assisting the contracted MIS experts in developing a participatory MIS system;
- iii) collecting inputs from the ITDAs in the specified format on a regular basis;
- iv) feeding into the MIS and generating progress reports, trends on a monthly basis for review and action; and
- v) consolidating information at the state level for the Programme and providing regular updates.
- vi) Any other tasks as may be assigned by the Programme Director time to time.

**Qualifications:** The Manager(Management Information System) should be ideally be a Degree in Computer Science/MCA/B.Tech in Computer Application or equivalent from recognized university/institutes. Should have 4-5 years of relevant experience in reputed Government/NGO/INGO/bilateral/multilateral project .

Pending criminal/departmental proceedings in case of retired Govt. employee will be a bar to apply for the post. He/She should not have been punished/convicted in criminal/disciplinary proceedings.

**Age:** 45 years of age as on 01.04.2017.

**Remuneration:** Rs.50,000.00 consolidated per month

#### **5. Programme Officer (Institution Building)**

The Programme Officer(Institution Building) would be responsible for:

- i) Responsible for implementation of various institution building & social mobilisation measures for strengthening CBOs taken or to be taken in the programme time to time
- ii) Assist for implementation of capacity building activities for strengthening of community institutions and Community Mobilisers/Community Service Providers
- iii) Support in training content development , training materials and development of M & E to capture the impact of training and additional inputs required
- iv) Track the progress of capacity building plan at different level. Ensure reports(for training, exposure & other related efforts) are filled and are fed into the district level monitoring
- v) Assist in implementation of strategic gender action plan, ensuring gender disaggregation and analysis of data
- vi) Assist in organizing various capacity building programme for different stakeholders time to time
- vii) Support in facilitating optimum utilization of fund under rural financial services
- viii) Assist in developing training packages with the facilitating NGOs and other specialists
- ix) Any other tasks as may be assigned by the Programme Director time to time.

**Qualification & Experience:** The Programme Officer(Institutions Building) should be a Post Graduate degree in Management/Sociology/Social Works/Economics/ Rural Development/Rural Management from recognized university / premier institute. Should have 4-5 years of relevant experience in reputed Government/NGO/INGO/bilateral/multilateral project .

Pending criminal/departmental proceedings in case of retired Govt. employee will be a bar to apply for the post. He/She should not have been punished/convicted in criminal/disciplinary proceedings.

**Age:** 45 years of age as on 01.04.2017.

**Remuneration:** Rs.50,000.00 consolidated per month

#### **6. Programme Officer( Engineering & NRM )**

The Programme Officer(Engineering & NRM) would be responsible for:

- (i) Monitor the facilitation of the Village Development Committee (VDC) for their involvement in Annual Palli sabha planning event for MGNREGS and subsequent documentation of outcome.
- (ii) Overall planning, supervision and guidance for the engineering activities at ITDA level including preparation of the work plan and budget and procurement relating to the sector;
- (iii) Preparing the engineering design and cost estimates for all engineering structures;
- (iv) Assessment of the sites for construction of community infrastructures / engineering structures;
- (v) Checking the quality of all construction works;
- (vi) Developing strategy and procedures for community procurement for rural engineering activities, quality check/control mechanism, and participatory monitoring and evaluation in community infrastructures;
- (vii) Liaising with the Soil Conservation Department, Forest Department, Irrigation Department and other line department to ensure inter-agency coordination for Programme interventions;
- (viii) Any other tasks as may be assigned by Programme Director time to time.

**Qualification & Experience:** The Programme Officer(Engineering & NRM) should be a Graduate/Post-Graduate/B.Tech/M.Tech in Civil/Agricultural Engineering from a recognized university/institute. Should have minimum of 5-6 years field experience in projects relating to village development/ soil and water conservation engineering in the public or private sector/ minor irrigation.

--Recently retired employee of Govt./ Govt. Public Sector Undertaking in the rank of a Deputy / Joint Director or above having above qualification & experience and with no serious health conditions, can also be engaged as per prevailing norms, with age below 65 years.

Pending criminal/departmental proceedings in case of retired Govt. employee will be a bar to apply for the post. He/She should not have been punished/convicted in criminal/disciplinary proceedings.

**Age:** 45 years of age as on 01.04.2017

**Remuneration:** Rs.50,000.00 consolidated per month

#### **7. Programme Officer(Finance)**

The Programme Officer(Finance) would be responsible for:

- (i) Overall supervision and guidance for the financial management activities at PSU and ITDA level including preparation of the work plan and budget;
- (ii) Budgeting and accounting of the Programme;
- (iii) Consolidating accounts of the PSU & ITDAs on a monthly basis;
- (iv) Release of funds for timely implementation of different activities by the PSU,ITDAs & FNGOs;
- (v) Monitor fund utilization and financial records at the PSU & ITDAs;
- (vi) Maintaining records of all financial transactions related to the Programme by category and by component;

- (vii) Preparing requests for release of funds from the State as well as the Central Government and preparation of Statement of Expenditures ;
- (viii) Processing and preparing documents for procurement of all Goods, Works and Services required by the Programme in accordance with the prescribed procurement procedure;
- (ix) Preparing financial statement of the programme, ensuring internal and statutory annual audit of the programme at PSU & ITDA, and ensuring compliances to audit reports and observations;
- (x) Ensuring that expenditure is made as per approved AWPB and make supplementary/revised budget when required;
- (xi) Ensuring timely settlement of all advances;
- (xii) Ensuring proper recording and cataloguing of all project assets;
- (xiii) Maintaining proper records of all PSU financial transaction including staff salary, PF, insurance, claims, travel expenses, daily allowances, etc. together with other service matters of the staff;
- (xiv) Assisting the PD regarding investment of surplus fund;
- (xv) Ensuring economy of expenditure and speedy release of funds;
- (xvi) Ensuring that all periodical reports and returns relating to financial matters are submitted in time;
- (xvii) Any other tasks as may be assigned by the Programme Director time to time.

**Qualification & Experience:** The Programme Officer (Finance) should be a member of the ICAI (Chartered Accountant)/ICWAI (Cost Accountant). Should have minimum of 5-6 years of experience in financial planning and management, budgeting, accounts, audit, procurement in the public or private sector of repute or projects.

Pending criminal/departmental proceedings in case of retired Govt. employee will be a bar to apply for the post. He/She should not have been punished/convicted in criminal/disciplinary proceedings.

**Age:** Below 65 years as on 01.04.2017 with 5 years of age relaxation for most eligible candidates.

**Remuneration:** Rs.50,000.00 consolidated per month

**In addition,** the above Programme staff of PSU should be computer literate, ability to write & communicate in English/Hindi and regional local language and ability and willingness to travel extensively in the programme areas



## 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./ Mrs./ Mr.)</b>	(First Name)	(Surname)
<b>Address</b>	<u>Permanent</u>	<u>Present</u>
<b>Mobile No.:</b>		
<b>Telephone Residence</b>		
<b>Telephone Office</b>		
<b>E-mail id</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>

Odisha Tribal Empowerment & Livelihoods Programme Plus (OTELP PLUS)

**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 Tribal Empowerment & Livelihoods Programme Plus (OTELP PLUS)

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**