



**ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME**

**ST & SC DEVELOPMENT DEPARTMENT**

**2nd floor, TDCCOL Building, Rupali Square, Bhubaneswar – 751022**

**Notice No.3315 / Date: 11.10.2022**



**ENGAGEMENT OF PROJECT MANAGER AND NUTRITION COORDINATOR FOR  
MICRO PROJECT AGENCY (MPA) UNDER OPELIP.**

Programme Director, OPELIP invites applications from eligible candidates for engagement of **Project Manager and Nutrition Coordinator** to be positioned at MPAs to be on engaged on purely contractual basis. Application form along with the detailed ToR can be downloaded from our websites i.e. [www.opelip.org](http://www.opelip.org) & [www.otelp.org](http://www.otelp.org) . Last date of receipt of applications **by Regd. Post/Speed Post/ Courier only by 31.10.2022 at 05.00 PM.**

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

**-Sd/-**

**Programme Director**

# **Terms of Reference (ToR) of Nutrition Coordinator (NC)**

## **Job Description:**

- Capacity Building to CRPs & Communities.
- Monitor and report on progress of all nutrition development related activities including ongoing Jiban Sampark Programme and smooth implementation of Odisha PVTG Nutrition Improvement Programme (OPNIP).
- Monitor the Spot Feeding Centre/ Pada Prusti Kendra within the MPAs in coordination with the associate organizations of PMU.
- Monitor all related activities of Creches in the programme areas in coordination with the associate organizations of PMU.
- Ensure nutrition sensitive budgetary provision while preparing AWP & B.
- Assess the situation with regard to malnutrition among the children and mothers in coordination with CI & NO of FNGO.
- Ensure regular functioning of Nutrition Resource Centre (MATRU SISHU POSHAN CENTRE).
- Ensure awareness/sensitization among the community/SHGs on various safe health & nutrition practices.
- Regular visit to community and attend different ongoing health & nutrition related programmes at Anganwadi Centre, Sub Centre and ensure service delivery availed by community.
- Take steps to liaise with other government programmes and seek Programme support for undertaking health & nutrition training through convergence.
- Coordinate with other Line Departments and implementing partners including the WCD & MS and Health & FW Departments for joint programming and activities in the areas of health, sanitation and nutrition.
- Provide support in documentation of best practices followed at different levels.
- Keep updated database on health & nutrition in programme areas.
- Any other assignments as entrusted by PD, OPELIP /PMU, OPELIP time to time.

## **Academic Qualification:**

Postgraduate Degree in Social Work / Rural Development/Sociology/ or MBA in Rural Management.

## **Professional Experience:**

- Work experiences of min. 5 years in the field of micronutrient/ maternal health/ child development /nutrition programme. Work experience on tribal health will be an added advantage.
- Good analytical, negotiation and communication (oral and written) skills both in English & Odia
- Computer literate and conversant with MS Office and its application, internet, e-mail
- Knowledge/familiarity with the national flagship programmes (NRHM, ICDS and others) and prior experience of working with Government is an asset
- Demonstrated ability to work in a multi-disciplinary environment and to establish harmonious and effective working relationships with governmental, non-governmental and civil society organizations

## **Age Limit:**

Upper age limit 45 years, with 5 years relaxation for exceptionally qualified candidates

## **Remuneration:**

Consolidated remuneration of Rs.20,000.00 per month



## 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>Age as on 01.10.2022</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 PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

**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)

--

**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**