



**ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME (OPELIP)**

ST & SC Development Department, Govt. of Odisha, TDCCOL Building, 2nd Floor, Bhoi Nagar,

Bhubaneswar, Tel: (91) 674 - 2542709 , Email: support@opelip.org

Notice No. **3907** Date: **30/10/2023**



**Engagement of Senior Procurement Specialist and MIS Consultant**

Programme Director, OPELIP invites applications from eligible candidates for engagement of one Senior Procurement Specialist under OPELIP Phase-II and hiring of one MIS Consultant under PMU, OPELIP till closure of the current programme i.e. 31<sup>st</sup> March, 2024 under ST & SC Development Department, Govt. of Odisha on purely contractual basis. Interested eligible candidates may send their application in the prescribed format by Speed Post/Regd. Post/Courier service only on or before 06<sup>th</sup> Nov, 2023 by 5.00 PM. Application beyond the dateline will not be considered. Only shortlisted candidates will be called for interview . The detailed ToR along with prescribed application format is available at our official website [www.opelip.org](http://www.opelip.org). Programme Director reserves the right to accept or reject the applications without assigning any reason thereof.

Programme Director

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**Terms of Reference**

Type: Consultant

Name: **Management Information System (MIS)**

**General Description of task(s) and objectives to be achieved**

**I. Background**

**II. Overall objective**

The Manager (MIS) shall be working under the close supervision of the Programme Director and in close collaboration with the Manager (M&E). The overall objective of the assignment is to strengthen the web-based MIS system of the Programme for concurrent reporting of Programme activities and MIS Dashboard.

**III. Roles and responsibilities**

- Extract key information from MIS, and other primary and secondary sources, preferably using automated tools.
- Undertake data cleaning exercise and fixing of coding errors and related problems to ensure good quality data systems relating to MIS Dashboard KPIs
- Analyze MIS data relating to Programme activities, outcomes and goals using statistical tools to interpret patterns and trends.
- Prepare data analysis reports, trend charts, presentations, inter alia, on programme performance and outcome for the PMU and Programme managers to take data-driven decisions.
- Support the Manager (MIS) in ensuring data quality and data-visualisation of the MIS Dashboard
- Help identify data-gaps and methods to improve data collection, analysis, and reporting.
- Work with the MIS Develop, and other technical team and the departments to identify process improvement opportunities towards data-driven governance principles.
- Perform any other related task assigned by Programme Director, Manager (M&E, SECAP) and Manager (MIS)

**Qualifications and timeline**

**IV. Required qualifications and experience**

- B.Tech in Computer Science /Masters in Computer Applications or closely related subject from any recognized university
- Should have good skills on Data administration, data management, and computer and information technology.
- Working Experience: The candidate must have at least 5 years of experience in managing MIS systems and Data Analysis of Programmes for any public or private sector organization.
- Computer Skills : Should have analytical and problem-solving skills, inter personal and communication skills, time management skills, knowledge of Java or PHP and Postgres;
- High level of Computer Skills, including proficiency in Internet based applications, MS Word, MS Excel and MS Power Point etc.
- High levels of proficiency in English and Odia. Working knowledge of Hindi would be an added advantage.
- Preferences will be given to:
  - o Understanding of the planning and reporting system and procedures of IFAD

Age: Maximum age limit would be 55 years

**V. Duration and timeline**

The position is envisaged up to 30<sup>th</sup> September 2024.

**VI. Consolidated Remuneration: Rs. 50,000 / Month. TA, DA & Other norms as applicable.**



## 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>	<b>(First Name)</b>	<b>(Surname)</b>
<b>Father's /Husband's Name</b>		
<b>Mother's Name</b>		
<b>Address</b>	<b><u>Permanent</u></b>	<b><u>Present correspondence</u></b>
<b>Mobile No.:</b>		
<b>Telephone Office</b>		
<b>E-mail id</b>		
<b>Adhar Card No.</b>		
<b>Date of Birth</b>		
<b>Age as on 31.10.2023</b>		
<b>Category (ST/SC/OBC/ General)</b>		
<b>Sex: (Male/ Female)</b>		

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**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 /additional qualifications including relevant short training courses**

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

**4. Computer Science Education:**

<b>Computer Courses</b>	<b>Name of Regd. Institute</b>	<b>Course Duration</b>	<b>Year</b>	<b>Grade/Percentage</b>

**5. Employment / Experience Records**

Name and Address of the Employer	Designation	Period From - To	Total Year and Month	Brief description of duties

**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. Any Other information (May be provided by applicant on professional capacity to strengthen candidature)**

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

Reference 1(Name, ,Designation, Official Address, Phone & E-mail id)	Reference 2(Name, ,Designation, Official Address, Phone & E-mail id)

**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**