



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

2ND FLOOR, TDCC BUILDING, RUPALI SQUARE, BHUBANESWAR-751022



Notice No. 122 / Date.29.01.2024

EMPANELMENT OF PROJECT MANAGER FOR MPAs UNDER OPELIP

Programme Director, OPELIP invites applications from eligible candidates for the post of **Project Manager** to be positioned at different MPAs under OPELIP purely on **contractual basis**. Applications form along with the detail ToR can be downloaded from the office Website i.e. www.opelip.org. Last date of receipt of applications by **Speed Post/Registered Post/Courier Service** only is **dt.12.02.2024 up to 5.00 PM**. Only short-listed candidates will be called for interview for empanelment.

Programme Director, OPELIP reserves the right to accept or reject the applications without assigning any reason thereof.

Date: **29.01.2024**

Place: **Bhubaneswar.**

**Sd-
Programme Director**

ToR for Project Manager

Sl. No	Position	Job Description	Educational Qualification	Age (As on 31.12.2023)	Professional Experience	Monthly Consolidated Salary (in Rs)
1	Project Manager	<ul style="list-style-type: none"> • Responsible for day to day implementation of the project at MPA. • Focal point for Programme Implementation in the MPA areas. • Coordinating with the PMU with regard to implementation of Programme activities including approval of Village Development Plans. • Coordinating with the District Administration for ensuring convergence with MGNREGS and other government programmes. • AWPB preparation for each Village and also covering activities of FNGO and submission to OPELIP PMU for approval. • Supervising field level activities of FNGOs and providing support required from the district administration. • Ensuring that the FNGOs comply with the targeting requirements of the Programme with respect to poverty and gender while selecting beneficiaries for participation in Programme activities. • Recommending to the MPA Special Officer the release of funds to the VDCs as per their approved AWPB. • Facilitating convergence between Programme activities and activities of other line departments. • Reviewing field level activities and submitting reports to the MPA Special Officer/ Deputy Commissioner/ PMU on a regular basis. • Functioning as a focal point to resolve issues faced by VDCs and FNGOs with regard to implementation of Institution Building, NRM and Livelihood activities. • Ensuring mainstreaming of gender and knowledge management in the activities of district staff and FNGOs. • Providing technical information to missions such as IFAD and others as and when undertaken. • Any other task assigned by the SO/DPD/PD. 	GoO Cadre Position / or Postgraduate Diploma in Rural Management or graduate degree in Agriculture Engineering, Agriculture /Horticulture and preferably with postgraduate degree/diploma in Rural Development	Maximum 45 Years	As per GoO norms /or About 7 years' experience in implementing natural resource management and livelihood related activities. Experience working with ST/PVTG households and knowledge about development issues related to STs/PVTGs will be an advantage.	30,000/-





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		
Age as on 31.12.2023		
Category (ST/SC/ General)		
Sex: (Male/ Female)		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

(Signature)

Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)

3. Other trainings/ qualifications including relevant short training courses

Course	Duration	Institution	Details

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

Next

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

