



ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME
ST & SC DEVELOPMENT DEPARTMENT
2nd floor, TDCCOL Building, Rupali Square, Bhubaneswar - 751022



EMPANELMENT OF DIFFERENT POSTS FOR PROGRAMME MANAGEMENT UNIT (PMU) & MICRO PROJECT AGENCY (MPA) UNDER OPELIP.

Programme Director, OPELIP invites applications from eligible candidates for empanelment of different posts to be positioned at PMU & MPAs to be on engaged on purely **CONTRACTUAL** basis. Application forms along with the detailed ToR can be downloaded from two websites i.e. www.opelip.org & www.otelp.org . Last date of receipt of applications (as per prescribe format) along with copies of certificates in support of their age, qualification, experience must reach to the above address **by speed/registered post only by 21.10.2021 at 05.00 PM.**

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

Details of Staff at Different Level With Terms of Reference(ToR).

State PMU Level

Assistant Programme Officer (Land Allocation)

Qualification

- An retired officer from Odisha Administrative Service (OAS) Cadre ;

Experience

- Having at least 10 years of experience on revenue/FRA related matter visually land allocation through various Govt. schemes like OPLE, OGLS,FRA, CFR etc. s/he should have worked preferably in tribal development/rural development sector and have adequate knowledge about empowerment and development issues relating to tribal people / rural communities.

Age: The candidate must be below 65 years of age as on 01.10.2021

Reporting to: Deputy Programme Director

Job Description: Assist Deputy Programme Director in following aspects:

- (i) Coordinate All Revenue & Land related matter in the Programme areas;
- (ii) Liaise with Govt. as and when required;
- (iii) Assist Deputy Programme Director in his /her day to day functions related to land allocation activities for the PVTGs;
- (iv) Supervise activities related to legal defence fund & coordinate for court related matter;
- (v) Guide the field officials of MPAs particularly to the staff working on land allocation activities and sort out their issues,
- (vi) Facilitate the MPA staff for processing the FRA as well as revenue land applications and ensure them to send to the appropriate authority,
- (vii) Attend to any other works may be assigned by the Programme Director.

Consolidated Remuneration: Rs.30,000.00 per month

MPA Level

Project Coordinator

Qualification:

- Should be at least a Master Degree in Business Administration / Rural Management/Sociology/ Social work/ Economics/Rural Development from recognized university/institutes.

Experience:

- 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
- Maximum age limit would be 45 years as on 01.10.2021

Job Description:

- Responsible for day to day implementation of the project at MPA level
- Responsible for revenue & land related matters on land allocation programme
- 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;
- 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.

Consolidated Remuneration: Rs.30,000 per month

Junior Agriculture Officer

Qualification:

- A graduate/post-graduate in Agriculture allied sciences like Agriculture , Horticulture, Agricultural Engineering,, Dairy Engineering, Fishery, Veterinary Sciences , Animal Husbandry etc.

Experience:

- A minimum of 2-3 years of relevant experience in rural development sector
- Must be a computer literate
- Ability to write and communicate in English and Odia language
- Ability and willingness to travel extensively in the programme areas
- Maximum age limit would be 45 years of age as on 01.10.2021

Job Description:

- 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 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

Consolidated Remuneration: Rs.20,000 per month

Social Mobilizer

Qualification:

- Should be an Post Graduate in Rural Management/ Economics/ Sociology/ Social Work/ Rural Development from recognized University/ Institute

Experience:

- A minimum of 5-6 years of relevant experience in development sector
- Must be a computer literate
- Maximum age limit would be 45 years as on 01.10.2021

Job Description:

- 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 Pali 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 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;

Consolidated Remuneration: Rs.20,000 per month

MIS Assistant

Qualification:

- Post Graduate Diploma in Computer Application(PGDCA) /BCA/B.Tech in Computer Science or equivalent from recognized university/institutes

Experience:

- A minimum of Minimum 3-4 years of experience having expertise in basic application software and hardware and adequate training in the specific MIS
- Must be a computer literate
- Maximum age limit would be 45 years as on 01.10.2021

Job Description:

- Collecting inputs from the project area from the implementing agencies in the specified format;
- Feeding into the MIS and generating progress reports, trends on a monthly basis for review and action by the MPA technical team and management; and
- Consolidating information at the district level and providing regular updates to the PMU at the state level

Consolidated Remuneration: Rs.10,000 per month



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 01.10.2021		
Category (ST/SC/ General)		
Sex: (Male/ Female)		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

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)

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5. Employment / Experience Records

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

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