



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

2nd floor, TDCCOL Building, Rupali Square, Bhubaneswar - 751022



**ENGAGEMENT OF ACCOUNTS ASSISTANT IN PMU, OPELIP & PROJECT MANAGER, JUNIOR AGRICULTURE OFFICERS FOR
MPAs UNDER OPELIP**

Programme Director, OPELIP invites applications from eligible candidates for engagement of **Accounts Assistant in PMU, OPELIP, Project Manager & Junior Agriculture Officers (JAOs) to be positioned at MPAs under OPELIP** on contractual basis. Application form along with the detailed ToR for the above posts can be downloaded from two websites i.e. www.opelip.org & www.otelp.org. Last date of receipt of applications **by post/courier only is 16.08.2018 till 05.00 P.M.**

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

**-Sd/-
Programme Director**

**TERM OF REFERENCE FOR ACCOUNTS ASSISTANT IN PMU, OPELIP, PROJECT MANAGER & JUNIOR
AGRICULTURE OFFICER AT MPAs LEVEL UNDER OPELIP**

Name of the post	Qualification	Work Assignment	Consolidated Remuneration (in Rs.) per month	Experience and Age on 01.08.2018
Accounts Assistant	Graduate/Post-graduate in Commerce; preference will be given to candidates with degree/ diploma/ certificate in computer science/ computer application	I. Maintaining computerized data on the day to day accounts / records of all financial transactions of the programme; II. Support in all financial and accounting functions of the project including in preparation SoE, withdrawal application, audit preparation response to audit observation ect.;; III. Periodic field visits of MPA for compliance of fiduciary functions; IV. Assisting Manager (Finance) of PMU in all matters related to financial management of the project; V. Any other tasks may be assigned from time to time	20,000/-	4-5 years of work experience for Post Graduates and 7-8 years experience for Bachelor degree; have worked in similar projects including company - Knowledge in Tally - Knowledge in computer AGE LIMIT- 40 years , relaxable by 5 years for exceptionally experienced candidates. -
Project Manager	Should be at least a Master Degree in Business Administration /Rural Management Sociology/ Social work/ Economics/ Rural Development from recognized university/institutes.	I. Responsible for day to day implementation of the project at MPAs . II. Coordinating the activities of all Programme staff and responsible for work planning and organization of the MPA technical team ; III. 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; IV. Consolidating the VDPs and preparing the annual work plan of the MPA with targets for physical and financial performance;	30,000/-	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 AGE LIMIT- Maximum 45 years

		<p>V. 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;</p> <p>VI. Establishing a computerized MIS system at the MPA;</p> <p>VII. Collating and analyzing data from the field and preparing monthly progress reports for submission to PMU;</p> <p>VIII. Disaggregation of data according to gender and social groups and analyzing it in order to monitor for mis-targeting requiring preventive action;</p> <p>IX. Disseminating the strengths and weaknesses of programme implementation for undertaking mid-course correction;</p> <p>X. Collaborating with agencies selected to conduct the mid-term review, concurrent impact assessment and evaluations;</p> <p>XI. Providing necessary assistance to individuals/organisations selected to undertake process Documentation and documentation of indigenous knowledge.</p>		
Junior Agriculture Officer	A graduate / Post graduate in Agriculture allied sciences like Agriculture, Horticulture, Agricultural Engineering, Dairy Engineering, Fishery, Veterinary Sciences Animal Husbandary	<p>i) Liaising with 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;</p> <p>ii) Developing key extension messages and designing demonstrations for promoting improved cultural practices and livestock</p>	<p>i) 20,000/- till they complete 5years of experience. After completion of 5years of experience, their remuneration will be enhanced to Rs.30,000/- for those who have more than 5years of experience</p>	<p>-With a minimum of 2-3 years of relevant experience in rural sector. Must be a computer literate</p> <p>- Ability to write and communicate in English and Odia language.</p> <p>-Ability and willingness to travel extensively in the programme areas.</p> <p>AGE LIMIT-55years of age, with</p>

		<p>practices in the context of micro- project areas.</p> <p>iii) Liaising with NGO staff for feedback on the agriculture and horticulture and livestock development needs;</p> <p>iv) Supporting and supervising any micro-project development for crop diversification e.g. on horticultural crops such as turmeric, ginger, pepper etc.</p> <p>v) Taking necessary actions to develop solutions through adaptive/ action research and exposure visits to areas with best practices;</p> <p>vi) Overseeing the performance of the livestock development activities promoted under the programme and resolving my implementation issues;</p> <p>vii) Monitoring all agricultural and livestock activities at the field level in collaboration with the communities.</p> <p>viii) Exploring market linkages and demand price trends for the relevant products; and developing linkages with private sector input supply and output marketing</p>		5 years relaxation for exceptionally experienced persons
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- ❖ The post is purely contractual and temporary in nature
- ❖ The initial engagement will be for a period of one year and further renewable subject to satisfactory performance.
- ❖ Incomplete applications in any form will be summarily rejected.
- ❖ Candidates are advised to apply only in the prescribed application form
- ❖ No application will be entertained after the due date and time of receipt
- ❖ Canvassing in any form will be liable for disqualification.
- ❖ Only shortlisted candidates, based on qualification and experience relevant to the post shall be cancelled for interview.



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		
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)

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