

**Advertisement**  
**Orissa Tribal Empowerment & Livelihoods Programme (OTELP)**  
**Contractual Appointment**

Orissa Tribal Empowerment & Livelihoods Programme (OTELP) is a Govt. of Orissa programme implemented in the districts of Koraput, Kalahandi, Kandhamal, Gajapati, Malkanagiri, Nawrangpur and Rayagada and will continue till 2018. OTELP wishes to strengthen its management team by recruiting professionals for the following posts on contract basis.

Sl. No	Position	Actual Qualification for the position	Salary per month (in Rs.)*
1	Programme Officer (Planning, Monitoring & Evaluation)	MBA or Masters degree in Economics or equivalent qualification Minimum Experience: 4 years of experience in similar field.	25000/=
2	Programme Officer (Capacity Building)	Master or equivalent qualification in Social Science/ Social Work/ Rural Development/ Rural Management/ Extension Education/ Sociology/ MBA. Minimum Experience: 4 years of experience in similar field	25000/=
3	Watershed Development Officer	Degree in Agriculture Engineering or Civil Engineering or equivalent qualification Minimum Experience: 4 years of experience in similar field	25000/=
4	Finance Officer	M. Com/ Chartered Accountant or Cost Accountant/ MBA (Finance) or equivalent qualification Minimum Experience: 3 years of experience in reputed organization with similar job profile	20000/=
5	Agriculture Officer	B.Sc (Agriculture)/ B.Sc (Horticulture) or equivalent qualification/ Retired officer from agriculture department of the rank of Junior Agriculture Officer or above Minimum Experience: 3 years of experience in similar job profile	15000/=
6	Forestry Officer	B.Sc (Forestry)/ B.Sc (Agriculture) or equivalent qualification/ Retired forest officer of the rank of forester or above. Minimum Experience: 3 years of experience in similar job profile	15000/=
7	Micro Finance cum Marketing Officer	Graduate in Economics/ Commerce/ BBA/ MBA or equivalent qualification Minimum Experience: 3 years in the relevant field	15000/=
8	MIS Executive	MCA/ BCA/ B.Tech (Computer Science/ IT)/ B.Sc (Computer Science/IT)/ Graduate with approved diploma or certificate in computer application and expertise in basic application software and hardware. Minimum Experience: 3 years on working on MIS	15000/=

\*Likely to be revised. Besides salary, all other project related benefits will be available to the professionals as per the project norms.

For details on Job Responsibilities and other required competence, please visit to the website [www.otelp.org](http://www.otelp.org). Interested candidates may please send their CVs (in prescribed format available at website) to following address by speed post/ registered post before 14<sup>th</sup> February, 2011 to the Office of OTELP Project, Xavier Institute of Management, Xavier Square, Bhubaneswar – 751013. Please write the post applied for on the envelope. Incomplete application and delayed receipt of application will be liable to rejection.

## **TERMS OF REFERENCE**

### **1. Programme Officer (Planning, Monitoring and Evaluation)**

**Qualification:** MBA or Masters Degree in Economics or equivalent qualification

**Experience:** 4 years of experience in similar field

**Remuneration:** Rs.25000.00

**Job Responsibilities:**

- i. Coordinating the activities of all Programme staff
- ii. assisting the *Palli Sabhas* and the facilitating NGOs to prepare VDLP 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;
- iii. consolidating the VDLPs and preparing the annual work plan of the ITDA with targets for physical and financial performance;
- iv. assisting in the design and implementation of a participatory monitoring and evaluation system in close collaboration with the selected resource NGO/M&E Agency;
- v. establishing a computerised MIS system at the ITDA;
- vi. collating and analysing data from the field and preparing monthly progress reports;
- vii. disaggregation of data according to gender and analysing it in order to monitor for gender discrimination requiring preventive action;
- viii. disseminating the strengths and weaknesses of programme implementation for undertaking mid-course correction;
- ix. collaborating with agencies selected to conduct the mid-term review, concurrent impact assessment, and evaluations; and
- x. providing necessary assistance to individuals/organisations selected to undertake process documentation.

### **2. Programme Officer (Capacity Building)**

**Qualification:** Master or equivalent qualification in Social Science/ Social Work/ Rural Development/ Rural Management/ Extension Education/ Sociology/ MBA.

**Experience:** 4 years of experience in similar field

**Remuneration:** Rs.25000.00

**Job Responsibilities:**

- i. assisting NGOs in their capacity building, SHG mobilisation, VDC formation, training SHG and VDC members, micro-planning and prioritisation of interventions;
- ii. providing gender awareness building and support to the ITDA staff, facilitating NGOs, members of the VDC and all other Programme implementation partners at the field level;
- iii. coordinating the activities of the resource NGOs for undertaking training needs assessment, developing curriculum and training of trainers from the facilitating NGOs and the staff of the ITDA;

- iv. assisting the facilitating NGOs and other sector specialists in developing training packages for the beneficiaries;
- v. coordinating the development of training materials for beneficiary training by the resource and facilitating NGOs taking into account literacy level of the beneficiaries and linking this to the preparation of functional literacy modules;
- vi. assisting the facilitating NGOs to plan and conduct training programmes; and
- vii. assisting the M&E agency and the Planning, Monitoring and Evaluation section to monitor quantitative and qualitative progress in implementing planned training programmes, and assessing the efficacy and impact of the training programmes.

### 3. **Watershed Development Officer**

**Qualification:** Degree in Agriculture Engineering or Civil Engineering or equivalent qualification

**Experience:** 4 years of experience in similar field

**Remuneration:** Rs.25000.00

**Job Responsibilities:**

- i. supervising the activities of the NGO watershed development team including preparation of the work plan and budget;
- ii. capacity building of NGO staff in watershed development activities;
- iii. checking the quality of watershed construction works and release of funds; and
- iv. liaising with the Soil Conservation Department and Forestry Department to ensure interagency coordination for Programme interventions.

### 4. **Finance Officer**

**Qualification:** M. Com/ Chartered Accountant or Cost Accountant/ MBA (Finance) or equivalent qualification

**Experience:** 3 years of experience in reputed organization with similar job profile

**Remuneration:** Rs.20000.00

**Job Responsibilities:**

- i. budgeting and accounting of the programme;
- ii. expediting the release of funds for timely implementation of different activities by the ITDAs, SHGs and VDCs;
- iii. maintaining records of all financial matters related to the programme;
- iv. preparing requests for release of funds from the state with required statement of expenditure;
- v. preparing guidelines for auditing SHG and VDC accounts and engaging Auditors for auditing SHG and VDC accounts; and
- vi. all aspects related to personnel and general administration matters.

## 5. **Agricultural Officer**

**Qualification:** B.Sc (Agriculture)/ B.Sc (Horticulture) or equivalent qualification/ Retired officer from agriculture department of the rank of Junior Agriculture Officer or above

**Experience:** 3 years of experience in similar job profile

**Remuneration:** Rs.15000.00

### **Job Responsibilities:**

- i. 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;
- ii. based on the results of the farmer field school developing key extension messages and designing demonstration plots for promoting improved cultural practices in the context of micro-watershed development;
- iii. liaising with the NGO watershed development team for feedback on the agriculture and horticulture development needs;
- iv. supporting and supervising any micro-project development on horticultural crops e.g. turmeric, ginger, etc.;
- v. taking necessary actions to develop solutions through adaptive/action research and exposure visits to areas with best practices; and
- vi. overseeing the performance of the livestock development activities promoted under the Programme and resolving any implementation issues.

## 6. **Forestry Officer**

**Qualification:** B.Sc (Forestry)/ B.Sc (Agriculture) or equivalent qualification/ Retired forest officer of the rank of forester or above.

**Experience:** 3 years of experience in similar job profile

**Remuneration:** Rs.15000.00

### **Job Responsibilities:**

- i. supporting the NGO watershed development team in guiding farmers in the community forest management;
- ii. up-take of horticultural tree crop and vegetable production;
- iii. technically monitoring the experience of farmers engaged in forest development;
- iv. ensuring supplies of good quality planting material for farmers;
- v. assisting in developing market linkages NTFPs and other forest products;
- vi. supporting and supervising any micro-project development on medicinal and aromatic plants, e.g. turmeric, ginger, etc.; and
- vii. taking necessary actions coordinate with forest department for silvicultural practice.

7. **Micro-finance-cum marketing Officer**

**Qualification:** Graduate in Economics/ Commerce/ BBA/ MBA or equivalent qualification

**Experience:** 3 years in the relevant field

**Remuneration:** Rs.15000.00

**Job Responsibilities:**

- i. 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;
- ii. 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;
- iii. assisting the facilitating NGOs to obtain loans from the Programme to on-lend to SHGs;
- iv. assisting NGOs to establish linkages with SIDBI and other resource organisations
- v. organising study tours and exposure visits for bankers and SHG members;
- vi. exploring market linkages and demand and price trends for the relevant products and organise collective marketing; and
- vii. developing linkage with private sector input supply and output marketing.

8. **MIS Executive**

**Qualification:** MCA/ BCA/ B.Tech (Computer Science/ IT)/ B.Sc (Computer Science/IT)/ Graduate with approved diploma or certificate in computer application and expertise in basic application software and hardware.

**Experience:** 3 years on working on MIS

**Remuneration:** Rs.15000.00

**Job Responsibilities:**

- i. collecting inputs from the project area from the implementing agencies in the specified format;
- ii. feeding into the MIS and M&E Software for generating progress reports, trends on a monthly basis for review and action; and
- iii. consolidating information at the district level and providing regular updation to the PSU at the state level.
- iv. Ensuring timely maintenance of the hardware and software systems installed and recommend future up-gradation if required.

## Orissa Tribal Empowerment and Livelihoods Project, Bhubaneswar

A. The Post Applied For:

B. Name(in Capital Letters):

C. Father's / Mother's Name:

D. Date of Birth:

E. Address for Correspondence:

F. Email id.:

G. Academic Qualifications:

Level	Name of Degree / Diploma	Board / University	Division	Percentage Marks	Year	Major Subjects
10 <sup>th</sup>						
12 <sup>th</sup>						
Graduation						
Masters						
Any other (pl. be specific)						
Any other (pl. be specific)						

H. Experience:

From (month / year) to (month / year)	Position Held	Organisation	Gross Salary	Major Responsibilities

G Other major qualification / accomplishment, if any (which you consider would strengthen your chance of selection, not more than 20 words for each point)

- 1.
- 2.

- I. Would You like to be considered for other positions other than you have applied for: Yes / No
- J. Any preference for place of posting : .....

I declare that all the information given above are correct and can be verified.

Date:

(Signature)

\*\*\*\*\*End of Application\*\*\*\*\*

Note(*This is not the part of format is only for the information of potential applicants*)

- I. Applicants are requested to download the format, and send their respective applications to the address by registered or speed post to “Mr. Digambar Rath, Xavier Institute of Management, Xavier Square, Bhubaneswar – 751013”.
- II. One applicant can apply for more than one position. In that case one would be required to submit different application for each post.
- III. Applicants would be informed about their process by email or by post (as mentioned above).
- IV. Preference for the place of posting doesn’t guarantee the posting in same place.
- V. Please do not attach any document with the application. They will be required to carry all the documents in original during the interview process.



**Contractual Appointments**

**Selection Process**

1. All the application received in proper format will be acknowledged within two days of receipt by email.
2. All received applications will be scrutinized on the basis of
  - a. Date of receipt
  - b. Application format
  - c. Qualification criteria
  - d. Experience - no. of years and relevance of experience for post applied
3. If found suitable all the candidates will be informed by email followed by registered post/ speed post.
4. Once intimated about the date / time /venue for selection process will be the final.
5. The selection process will be over on same day.
6. No. TA /DA will be given to the candidates for attending the process.
7. The selection process will include, an essay test (not more than 300 words), Group Discussion, and Personal interview. For MIS Executives candidates may have to undergo a live test on computer. However, the selection committee reserves the right of introducing any additional component of test or withdrawing any of the components. All the candidates will be informed about the entire process before the process starts.
8. The evaluation criteria under each component will be made available to candidates in advance.
9. A candidate has to sit in the process for each post he has applied for.
10. The result will be announced on OTELP website ([www.otelp.org](http://www.otelp.org)) and also the selected candidates will be informed through email and by post.
11. Selection committee will prepare a panel and on rejection of offer (or non confirmation within 15 days of announcement of result) offer will be given to the next in the panel. However, selection committee reserves the right of deciding on the number of candidates in the panel for each post.
12. Candidates are requested not to try to influence the selection process by any means.



13. All efforts will be made to complete the selection process within 30 working days after the last date of receipt of application.

14. Any query related to selection process should be addressed to [otelp@ximb.ac.in](mailto:otelp@ximb.ac.in) , which if found appropriate will be answered within 48 hrs of receipt.

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