

ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME
PROGRAMME MANAGEMENT UNIT(PMU)
ST & SC DEVELOPMENT DEPARTMENT
2nd floor, TDCC Building, Rupali Square, Bhubaneswar – 751022

EMANELMENT OF SUBJECT MATTER SPECIALLISTS FOR PMU,OPELIP.

Programme Director, OPELIP invites applications from eligible candidates for empanelment of different Subject Matter Specialists to be positioned at PMU, OPELIP to be on engaged purely on contract basis. Application form along with the detailed ToR of each posts can be downloaded from the website i.e. www.otelp.org. Last date of receipt of applications **by post/courier only is 22.08.2016 at 5.00 PM.**

Only 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

ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME(OPELIP)

TERMS OF REFERENCE

Sl No.	Name of the post	Qualification	Work Assignment	Consolidated Remuneration(in Rs.) per month	Experience and Age as on 01.01.2016
1	Programme Officer- Livelihoods & Convergence	-A graduate/post-graduate in Veterinary Sciences ,Animal Husbandry or Allied Sciences -Recently retired employee of Govt./ Govt. Public Sector Undertaking in the rank of a Deputy / Joint Director or above in Veterinary /Agriculture / Horticulture Department, having above qualification and with no serious health conditions, can also be engaged as per prevailing norms, with at least 3 years remaining before attaining the age of 65 years.	(i)Overall supervision and guidance for the livelihoods & Convergence activities at MPA level including preparation of the work plan and budget; (ii)Build capacity of MPA staff and NGO level staff in developmental activities; (iii)Develop necessary training manuals on livelihoods and convergence; and necessary guidelines for livelihoods strategies and implementation; (iv)Monitor the facilitation of the Village Level Sub Committee (VLSC) for their involvement in Annual Palli Sabha planning event for MGNREGS and subsequent documentation of outcome; (v)Setting up of livestock based livelihoods such as poultry, goat rearing, piggery, etc. in programme areas; (vi)Facilitate the Procurement of livestock & birds and arranging their health management including insurance;	50,000.00	-Minimum of 7-8 years field experience in research/ extension in livestock or allied sciences/rural livelihood enhancement project in tribal areas; -experiences in working with tribal households and knowledge about development issues related to tribal communities will be an advantage or candidates having experiences in tribal development programmes would be given preference. Age limit: 45 years of age, with 5 years relaxation for exceptionally experienced persons. -Ability to write and communicate in English and regional language.

Sl No.	Name of the post	Qualification	Work Assignment	Consolidated Remuneration(in Rs.) per month	Experience and Age as on 01.01.2016
			<p>(vii)Draw the calendar of vaccination and provide training on livestock activities to the field functionaries and community;</p> <p>(vii)Prepare strategy for feeds and fodder development and management;</p> <p>(viii)Arrange convergence of funds of fishery & ARD Dept. to implement in programme areas;</p> <p>(ix)Facilitate the marketing of livestock and birds in a systematic manner;</p> <p>(x)Work with other Programme Officers, facilitate the officials of MPAs and FNGOs for promotion of integrated livelihoods based on integrated farming system (such as agriculture/ horticulture/ livestock/ home gardens/ fishery in the community tanks and farm ponds) for economic and nutrition development of the communities in programme areas;</p> <p>(xi)Prepare a strategy paper covering different possible models (suited to the condition of OPELIP areas) for integrated</p>		

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			<p>livelihoods based on integrated farming in consultation with OUAT and other institutes;</p> <p>(xii)In coordination with Manager (MIS and M&E) to develop appropriate M&E indicators for the sector; perform regular data collection, review, validation, analysis and evaluation that will feed to the project M&E system;</p> <p>(xiii)Regular follow up and monitoring with the MPA staff;</p> <p>(xiv)Any other task as may be assigned by the Programme Director.</p>		
2	Senior Engineer	Graduate/Post-Graduate/B.Tech/M.Tech in Civil/Agricultural Engineering from a recognized university/institute.	<p>(i)Overall planning, supervision and guidance for the engineering activities at MPA level including preparation of the work plan and budget and procurement relating to the sector;</p> <p>(ii)Capacity building of MPA staff and NGO level staff in developmental activities;</p> <p>(iii)Preparing the engineering design and cost estimates for all engineering structures;</p> <p>(iv)Assessment of the sites for</p>	50,000	<p>-Minimum of 7-8 years field experience for Post Graduate / 10 years for Bachelor degree in projects relating to village development/ soil and water conservation engineering in the public or private sector/ minor irrigation, or have worked in similar rural development/tribal development project funded by reputed NGOs/INGOs/bilateral/multilateral agencies.</p> <p>-Upper age limit 45 years, with 5 years relaxation for exceptionally qualified and experienced person/s.</p> <p>-Retired persons of Govt./ Govt. Public Sector Undertaking having above qualification and</p>

Sl No.	Name of the post	Qualification	Work Assignment	Consolidated Remuneration(in Rs.) per month	Experience and Age as on 01.01.2016
			<p>construction of community infrastructures / engineering structures;</p> <p>(v)Checking the quality of all construction works;</p> <p>(vi)Developing strategy and procedures for community procurement for rural engineering activities, quality checke/control mechanism, and participatory monitoring and evaluation in community infrastructures;</p> <p>(vii)Outlining parameters for M&E data in the sector; regular data collection, validation, analysis and evaluation of the activities;</p> <p>(viii)Liaising with the Soil Conservation Department, Forest Department, Irrigation Department and other line department to ensure inter-agency coordination for Programme interventions;</p> <p>(ix)Regular follow up and monitoring with MPA staff on rural/community infrastructures, effective utilization, management and maintenance of the infrastructures, etc;</p> <p>(x)In coordination with the</p>		<p>experiences but having at least 2 years before attaining the age of 65 years, may also be considered.</p> <p>-Ability to communicate in English and regional language.</p>

SI No.	Name of the post	Qualification	Work Assignment	Consolidated Remuneration(in Rs.) per month	Experience and Age as on 01.01.2016
			capacity building Programme Officer, to facilitate community learning and exposure visits for effective utilization, management and maintenance of infrastructures; (xi)Any other tasks as may be assigned by Programme Director.		

- 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 called 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)

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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

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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