



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

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

Notice No. 1671 /Date : 17-05-2022



ENGAGEMENT OF PROJECT MANAGER FOR MICRO PROJECT AGENCY (MPA) UNDER OPELIP

Programme Director, OPELIP invites applications from eligible candidates for engagement of Project Managers to be engaged at Micro Project Agencies (MPAs) on contractual basis. Application form along with the detailed ToR can be downloaded from our official websites i.e. www.opelip.org www.otelp.org . Last date of receipt of applications **by Regd. post/Speed Post / courier only by 31.05.2022 at 05.00 PM.**

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

-Sd/-

Programme Director

ToR for Project Manager (as per Chapter-4 of PIM)

SL No	Position	Job Description	Education Qualification	Age (As on 31.5.22)	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 level. • 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 PMU, OPELIP 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	EXECUTIVE ASSISTANT IN PMU, OPELIP	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		
Email address		
Age (As on 31.05.2022)		
Category (ST/SC/ General)		
Sex: (Male/ Female)		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

3. Computer Literacy:

(Mention all software known/used)

4. Employment / Experience Records

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

5. 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 _____)									

6. Reference: (Two person with whom you are 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