



Department of Water Resources
Government of Odisha
Odisha Community Tank Development Management Society
Plot No-A-8/2, Bhoi Nagar, Beside RTO Office,
Bhubaneswar-751022,
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ADVERTISEMENT

The Project Director, OIIPCRA-cum-Special Secretary to Govt., DoWR, Odisha invites applications for empanelment and eventual engagement for the following positions on contractual basis as per the requirement of the Project.

Sl No.	Name of the Position	Place of Posting	No. of Posts	Educational Qualification/Eligibility Criteria	Remuneration per month
1	Institutional Strengthening & Capacity Building Expert	State Project Unit, Bhubaneswar	1	Post-Graduation in Sociology, Anthropology, Social Work or Rural Management with 10 years post qualification experience in Development projects. At least 7 years of experience in the managerial capacity in similar jobs at State level.	Fixed-Rs. 80,000/- Variable/ Incentive – Upto Rs. 20,000/-
2	Economist	State Project Unit, Bhubaneswar	1	Post-Graduation in Economics with minimum of 8 years post qualification experience in development projects. At least 5 years of experience in the managerial capacity in similar jobs at State level.	Fixed-Rs. 56,000/- Variable/ Incentive – Upto Rs. 14,000/-
3	Manager Accounts	State Project Unit, Bhubaneswar	1	M.com with minimum 10 years of post-qualification experience in financial management in development projects. Professional qualifications such as CA/ ICWA/ MBA (Finance) will be an added advantage. Working in Tally accounting software is essential. At least 5 years of experience in the managerial capacity in similar jobs at State level.	Fixed-Rs. 48,000/- Variable/ Incentive – Upto Rs. 12,000/-
4	Multi-Skill Assistant	State Project Unit, Bhubaneswar	2	Any Graduate with PG Diploma in Computer Application & minimum 5 years of experience in secretarial practices/ Data Entry Operator and Office Assistant.	Fixed – Rs. 9,600/- Variable/ Incentive – Upto Rs. 2,400/-

The applicants working in similar nature of job in managerial position (for Sl. 1 to 3) with international donors/ lenders/ external aided projects such as World Bank/ DFID/ IFAD/ ADB/ UNDP/ UN is preferred. Eligible candidates with required qualification and experience as per ToR should apply in the prescribed application format along with self-attested copy of the required documents/ testimonials super scribing the Post applied for in top of envelope through Speed post/ Registered post only addressed to **Project Director, OIIPCRA, Plot No-A-8/2, Bhoi Nagar, Beside RTO Office, Bhubaneswar (Odisha) -751022**. Submission of application in other than the prescribed application format is not acceptable. The details of the ToR, qualification and experience, monthly remuneration, application formats and general instructions to applicants are available in Government website www.odisha.gov.in under the link “**Advertisement**”. The engagement is for one year. The engagement is purely temporary and may be discontinued at any stage without assigning any reason thereof.

The authority reserves the right to accept/ reject any or all application without assigning any reasons thereof. The last date of receipt of the applications is **16th August ‘2017** up to **17.00 Hrs.** Applications received in incomplete form or after due date and time will not be considered. Authority in no way will be responsible for any postal delay.

**Project Director, OIIPCRA
-cum-Special Secretary to Govt., DoWR**

Background

The Government of Odisha in partnership with Government of India will implement World Bank assisted project namely "OIIPCRA" with comprehensive basin plan and treatment of 600 MIPs covering 90.000ha in basin and sub-basin. The upcoming project envisages inter linking of MIPs and Tanks as a part of Water Resource Network and pilot automation with Water budgeting The project will ensure complete renovation and restoration of 600 MIPs. It is expected to benefit around 2.00 lakh household direct beneficiaries or more than 10.00 lakh rural in habitants.

The Minor Irrigation Tanks irrigate between 40 ha to 2000 ha of land and are managed by the Chief Engineer, Minor Irrigation, Odisha. The project will be executed through Odisha Community Tank Development & Management Society (OCTDMS) which is the Special Purpose Vehicle (SPV) for this project.

ToR of Institutional Strengthening and Capacity Building Expert, SPU

Qualification:

Post Graduate in Sociology, Anthropology, Social Work or Rural Management

Job Description:

- Steering all institution building and capacity building activities for Pani Panchayats (PPs) and other stakeholders at State Level e.g. formation of PPs, capacity building, assessment etc. Will be responsible for ensuring an inclusive community mobilization process.
- Preparation, implementation and monitoring of yearly capacity building plans for the project
- Conducting Capacity need assessment of Pani Panchayats
- Development of training modules, training materials and Pani Panchayat related communications materials
- Rolling out training programmes at state, district and field level
- Facilitating Social Assessment and other studies related to social development, capacity building, participatory irrigation management, water-use efficiency etc.
- To study successful models on Participatory Irrigation Management in India and develop strategies for institutionalizing the learnings and best practices in the State
- Managing Partnership with other Support Organizations / firms working on social development, capacity building and participatory irrigation management. Ensure participatory rural appraisal.
- Designing and implementation of staff capacity building programmes
- Dovetailing/convergence of Capacity Building plans with various government programs.
- Managing and providing overall support to field teams at District and other levels, members working on capacity building, social development and institutional strengthening.
- Preparation of case-studies, concept notes, strategy document, policy note and designing of training and communication materials.
- Ensure PIP has an Inclusion based benefit sharing plan.
- Lead in putting social compliance framework into ESMF (Environmental & Social Management Framework) along with Environment Specialist.
- Work out performance indicators, annual targets, result framework for the unit.
- Liaising with Govt., Line department and other Capacity Building agencies as per requirement.
- Monitoring, physical, qualitative and financial aspects.
- Organizing workshops, conventions, seminars and other activities related to Capacity Building and Institutional strengthening.
- Bringing in innovations to build sustainable social models.
- S/He will be willing to travel extensively in project areas.
- Any other responsibility assigned by Project Director.

Skills and Attributes:

- Excellent understanding of rural, social and tribal development, livelihoods, gender and equity.
- Experience in handling similar assignments.
- Experience in participatory rural appraisal, community mobilization and planning.
- Excellent training, capacity building and presentation skills.
- Ability to monitor, evaluate and analyze the activities.
- Ability to work effectively in a multidisciplinary team. Willing to travel extensively in the project districts
- Ability to work closely with Government and Support organizations. Excellent documentation and report writing skills.

Work Experience:

- Minimum 10 years post qualification experience in similar assignments in development sector projects with minimum 7 years of experience in managing projects at State level. Person should have experience in social/ rural development, capacity building and working with communities, support organizations and the Government, which includes experience in working with women, marginalized farmers etc.. At least 5 years of experience in training and capacity building; Experience of working in capacity development of Pani Panchayats will be an added advantage. Previous experience of working in similar nature of job in managerial position with International Donors/Lenders (Department for International Development/ United Nations or World Bank/Asian development Bank/ JBIC/ other externally aided projects) is preferred.

Engagement Period:

The engagement period will be for one year. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

Remuneration:

Consolidated Rs.80,000/- fixed per month and variable/incentive component will be upto Rs.20,000/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at Sole discretion of authority.

Terms of Reference of *Economist, SPU*

Essential Qualification:

Post graduate in Economics.

Job Description:

- S/He will be responsible for identifying the potential economic benefits/cost of various project interventions (With or without project intervention).
- S/He will be responsible for describing the methodology and assumptions for quantitative estimation of this benefits.
- S/He will be responsible for organizing the collection and analysis of relevant primary and secondary data.
- S/He will be responsible for estimating at the overall project level and at the components/sub-components level if separate quantitative analysis is feasible, the expected financial and economic returns; and
- S/He will be responsible for undertaking fiscal impact analysis of Odisha Irrigation and Agriculture Sector.
- S/He will be responsible for sensitivity and risk analysis of the expected returns with regard to major assumptions and external or implementation related risk identified during project implementation.
- S/He will be responsible for preliminary analysis of the distribution of the benefits across project beneficiary households.
- S/He will primarily undertake such tasks and activities/ sub-activities on project components for economic and financial analyses designed for the project and suggest measures wherever/ whenever necessary to project implementing agencies. He/ She will work closely with Monitoring & Evaluation, Documentation & Information Dissemination, Livelihood and Social unit for output/ outcome monitoring and impact evaluation.
- S/He will be responsible for progress, process and result monitoring on regular basis.
- S/He will be responsible for documentation and wider dissemination of MLE learning.
- S/He will be responsible for organizing theme specific workshops on yearly basis as and when required.
- S/He will liaise with theme based study and wider dissemination of learning. Defining analysis requirement for the subject area in consultation with PD, OCTDMS, and M&E Experts.
- S/He will discuss the findings in review meetings at Programme level and district levels (Ensuring data use for monitoring of the subject area).
- S/He will manage downward information flow and use by the stakeholders and generate information for monitoring.
- S/He will be responsible for field based monitoring of performance related to the subject area.
- Any other function assigned by PD, OCTDMS.
- Analyze, device to track indicators on return on investment with particular reference to irrigation efficiency and its relation to net profitability to stakeholders.
- Guide project towards effective economic interventions including carrying out pilot and other studies for the same.
- Any other responsibility assigned by Project Director.

Skills and Attributes:

- Good communication skill.
- Knowledge of computer application, MS word, Excel and Powerpoint.
- Ability to work effectively as a member of multi disciplinary teams.
- Ability to work closely and effectively with Government and NGOs.
- S/He will be willing to travel extensively in project areas.

Essential Work Experience:

Minimum 8 years of post-qualification experience in development sector projects with minimum 5 years of experience of working in similar nature of job in managerial position. Previous experience with International Donors/Lenders (Department for International Development/ United Nations or World Bank/Asian development Bank/JBIC/ other externally aided projects) is preferred.

Engagement Period:

The engagement period will be for one year. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

Remuneration:

Consolidated Rs.56,000/- fixed per month and variable/incentive component will be upto Rs.14,000/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at Sole discretion of authority.

ToR of Manager Accounts, SPU

Essential Qualification & Work Experience

- Master of Commerce (M.Com) with minimum 10 years of working experience in financial management.
- Professional qualifications such as CA/ICWA/MBA (Finance) will be an added advantage.
- Working in the field of financial management in external aided project such as World Bank/DFID/IFAD/ADB/UNDP/UN will be preferred.
- Knowledge: Working in Tally Accounting Software is essential.
- At least 5 years of experience in the managerial capacity in similar jobs.

Job Description:

- S/He will assist the Project Finance Officer in all financial matter.
- S/He will provide necessary support/ training to the financial management staff in participating state/district/PP and design/ provide inputs for training modules.
- S/He will ensure that financial management at the SPU and DPU are as per the Financial Management Manual / Financial Rule for the Society and World Bank norms.
- S/He will consolidate audit reports, analyze audit observations and follow up to ensure audit observations are resolved.
- S/He shall be responsible for consolidating, updating and/or revising the financial manual of the project as and when required.
- S/He will ensure internal control through application of appropriate financial policies and procedures.
- S/He will establish and maintain effective financial flow mechanisms with key stakeholders between all levels of operation.
- S/He will ensure timely preparation financial MIS/statements/reports and maintain appropriate financial records.
- S/He will be responsible for UC to be submitted to Govt.
- S/He will be responsible for timely deduction of TDS with IT return file.
- S/He will guide project implementation teams to manage financial issues effectively.
- S/He will coordinate, support and be trainer at state level workshops, meetings and seminars etc. related to financial procedure.
- S/He will develop a comprehensive Chart of Accounts to capture financial data at the SPU level.
- S/He will be responsible to the Project Director, OCTDMS and work closely with other members of the Project.
- S/He will monitor the activities of External Auditing, Internal Auditing and Accounting Support Organisation (ASO).

Skills and Attributes:

- Person with in-depth knowledge and experience in financial management
- Good understanding of general issues in development sector.

- Excellent training, presentation and facilitation skills related to financial management.
- Knowledge of computer application.
- Ability to monitor, analyze and document the activities.
- Willing to travel extensively in Project Districts.
- Ability to work effectively as a member of multi-disciplinary teams.
- Ability to work closely and effectively with Government.
- S/He will be willing to travel extensively in project areas.

Engagement Period:

The engagement period will be for one year. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

Remuneration:

Consolidated Rs.48,000/- fixed per month and variable/incentive component will be upto Rs.12,000/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at Sole discretion of authority.

Terms of Reference for Multi-Skill Assistant, SPU

Essential Qualifications & Work Experience:

Any Graduate with PG Diploma in Computer Application & minimum 5 years of experience in secretarial practices/ Data Entry Operator and Office Assistant. Applicants having experience in Externally Aided Projects, for example – World Bank/ DFID/EC/JICA/ADB/UNDP/UN etc. is preferred.

Job Description:

He / She will be responsible for

- Generating & Maintaining files & records for the Project Unit & Project Staff
- Collecting data and feeding the same into the computer
- Generating information/report on project components for the physical & financial decision making
- Maintaining information on MIS system
- Assisting project officials for secretarial works
- Any other responsibility assigned by the PD/SPU.

Skills and Attributes:

- Proficiency in MS Office (MS Word, MS Power point, MS Excel, MS Access)
- Database Management, MIS
- Knowledge of English & Odia Typing
- Maintenance of office files & records
- Report generation
- Ability to work effectively in a multidisciplinary team.
- Ability to work closely with Government and Support organizations. Excellent documentation and report writing skills.
- Ability to adopt workflow automation system.

Engagement Period:

The engagement period will be for one year. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

Remuneration:

Consolidated Rs.9,600/- fixed per month and variable/incentive component will be upto Rs.2,400/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at Sole discretion of authority.

APPLICATION FORM

Position Applied For: _____

Paste Recent
Passport size
Photograph

1. PERSONAL DETAILS

Name of the Candidate	(First Name)	(Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile / Phone No.		
Telephone – Residence		
Telephone – Office		
Email Id.		
Date of Birth : (DD/MM/YY)		
Gender : (<u>Male/</u> <u>Female</u>)		

2. EDUCATIONAL QUALIFICATIONS (Graduation onwards, enclose self attested copy)

Qualification	University / Institution	Subjects	Year of Completion	Percentage of Mark

3. OTHER QUALIFICATIONS / TRAININGS (Including Relevant Short Training Courses)if any

Course Name	Duration	Institution	Course Details

4. EMPLOYMENT / WORK EXPERIENCE DETAILS, Recent First (enclose self-attested copy)

Name & Address of Employer	Designation	Duration		Brief description of Responsibilities
		From	To	

5. COMPUTER LITERACY

Software	Level of Knowledge (Please Tick Relevant Column)		
	Basic	Working	Expert

6. LANGUAGE PROFICIENCY (Please Tick the Appropriate Column)

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									
Other (specify)									

7. ANY OTHER INFORMATION (May be Provided by Applicant to Strengthen Candidature within 500 words)

8. REFERENCE (Two Persons to whom you have Professionally Reported)

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9. DECLARATION

I do hereby declare that all statements made in the application 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 notice.

Date :

Place :

(Signature of the Applicant)