

PROVERTY AND HUMAN DEVELOPMENT MONITORING (PHDMA)
PLANNING AND CONVERGENCE DEPARTMENT
GOVERNMENT OF ODISHA

Letter No. 566 /PH, Bhubaneswar
PHDMA-36/20

Dated the ²⁴03 Nov, 2020

ADVERTISEMENT

Poverty and Human Development Monitoring Agency (PHDMA) invites applications for the post of **Young Professional and Content Writer**. Applicants may visit Government of Odisha Portal: www.odisha.gov.in and PHDMA website: www.phdmaodisha.nic.in for detail *Terms of Reference (ToR)* for each position and Application Form.

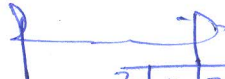
The applications along with the relevant documents must reach at the Office of PHDMA, Room No. A2-032, North Annex Building, Lokaseva Bhavan, Bhubaneswar-751001 within **15 days** from the date of publication of this advertisement in a **sealed envelope through speed / registered post**. The undersigned reserves the right to accept / reject any or all of the applications without assigning any reason thereof.


3/11/2020
OSD, PHDMA

Memo No. 567/PH, Bhubaneswar,

dated the 03/11/2020

Copy forwarded to Head, State Portal Group, IT Centre, Lokaseva Bhavan along with the soft copy of this *Advertisement, ToR and Prescribed Application Form* with a request to host the same in the Government of Odisha Portal.


3/11/2020
OSD, PHDMA

POVERTY & HUMAN DEVELOPMENT MONITORING AGENCY (PHDMA)
(Planning & Convergence Department, Government of Odisha)

Poverty and Human Development Monitoring Agency (PHDMA), Bhubaneswar is an autonomous agency under the Planning & Convergence Department of Government of Odisha. PHDMA aims at tracking the progress of poverty eradication, improving human development indicators, developing appropriate development programmes and accessing & evaluating the outcome and impact of various programmes and policies on the poor and vulnerable people of Odisha. The three broad working areas of PHDMA are given below:

- I. Knowledge Management:** The collaborative movement has been made for developing professional knowledge & experience, accessing analytical research techniques and resources on inclusive socio-economic development for designing strategic and long term policies and programmes for the State Government. In view of the same, PHDMA has signed a Memorandum of Understanding (MoU) with reputed academic and research organizations.
- II. Monitoring & Evaluation:** Use of the logic model for M&E and methods of monitoring that enable gap analysis and aid identification of catalysts for growth.
- III. Documentation:** Documentation for branding best of practices in the field of sustainable development and livelihood transformation in the State. A compilation of all such initiatives that will serve as a reference point for pro-people governance and repositories of policies and schemes that have impacted peoples live and envision the goal of transformation. Generating usable knowledge and disseminating the same to different line Departments / stakeholders to improve policy regime and programme designs.

PHDMA is looking for young, talented, innovative and dynamic Professionals for the following positions who desire to be a part of the team that is scripting the exciting transformation story which is unfolding in Odisha today. Details of the same are given below:

Terms of Reference (ToR)

Sl. No.	Name of the position	Expected Monthly Remuneration	Number of positions
1	Young Professional (YP)	Rs. 40,000/- (Fixed) (Inclusive of Taxes)	3
2	Content Writer (CW)	Rs. 45,000/- (Fixed) (Inclusive of Taxes)	1
3	Method of recruitment	Contract Based through Open Market	
4	Age Limit	<p><u>Young Professionals (YPs):</u> Candidates should be below 35 years of age as on the date of advertisement.</p> <p><u>Content Writer (CW):</u> Candidates should be below 50 years of age as on the date of advertisement.</p> <p><i>NB: Age relaxation will be considered in case of exceptionally qualified and experienced persons.</i></p>	

5	Period of Contract	For a period of 2 years.
7	Education qualification	<p><u>Young Professionals (YPs)</u></p> <p><i>Essential</i> Master's Degree in the areas listed in Annexure-I.</p> <p><i>Desirable</i> As per Annexure-I</p> <p><u>Content Writer (CW)</u></p> <p><i>Essential</i> Graduate.</p>
8	Experience	<ul style="list-style-type: none"> ▪ <u>Young Professionals (YPs)</u> <p>Minimum of two year of work experience relevant to the job description.</p> <ul style="list-style-type: none"> ▪ <u>Content Writer (CW)</u> <p>Minimum of 5 years of work experience in content i.e ,articles ,stories report or any document writing Government sector dealing with Public Relation/working in Government projects or schemes,or any sector or agency ,independently related to the Governement schemes and initiatives .</p> <p>The broad work experience for both positions will be based on the functional areas of PHDMA. Preference will be given to persons with work experience in the relevant field supported by published work / policy papers / appraisal / monitoring of projects & schemes etc.</p>
9	Job description	<p><u>Young Professionals (YPs)</u> will be able to:</p> <ul style="list-style-type: none"> ● Provide high quality inputs in the sectors and themes of PHDMA. ● Data Collection and Cleaning. ● Assist in tabulation. ● Provide technical handholding support for preparation reports PPTs and Factsheets etc. ● Facilitate Field visit for research work. <p><u>Content Writer (CW)</u> will be able to address:</p> <ul style="list-style-type: none"> ● Compilation and rewriting of contents. ● Review & editing and proof reading of various documents prepared by PHDMA. ● Translation of Documents – Bilingual is preferred. ● Provide technical handholding support to the team.
<p>NB: An excellent research / published work in established and reputed journals or having experience in working with international donor agencies will be preferred.</p>		

Sd/-

Member Secretary, PHDMA

Annexure- I

Area	Desirable Qualifications for YPs
Development Monitoring and Evaluation, Governance & Research, Human Resources Development, Data Analysis.	<ol style="list-style-type: none"><li data-bbox="743 275 1445 387">1. Master Degree in Economics/ Statistics / Social Work /Sociology/ Public policy /Administration / Management Sciences/Journalism.<li data-bbox="743 409 1445 651">2. Minimum two year experience in monitoring and conducting evaluation studies in health, education, rural development, women and child, livelihood, water and sanitation among others with a strong understanding of statistical analysis and proficiency in statistical tools.

**POVERTY AND HUMAN DEVELOPMENT MONITORING AGENCY (PHDMA)
PLANNING AND CONVERGENCE DEPARTMENT
GOVERNMENT OF ODISHA

APPLICATION FORM

Position Applied For: _____ _____	Paste Recent Passport Size Photograph
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1. PERSONAL DETAILS

Name of the Candidate (In Capital Letters)	_____ (First Name)	_____ (Surname)
Address	Permanent	Present
Mobile / Phone No.	_____	_____
Telephone – Residence	_____	_____
Telephone-Office	_____	_____
Email Id.	_____	_____
Date of Birth: (DD/MM/YY)	_____	_____
Category: (ST/SC/General)	_____	_____
Sex: (Male/ Female)	_____	_____

2. EDUCATIONAL QUALIFICATIONS: (10th Standard Onwards)

Qualification	University / Institution	Subjects	Completion Year	Division /Grade

7. ANY OTHER INFORMATION (May be provided by Applicant to Strengthen Candidature)

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

Reference 1 (Name Official Address, Phone & Email)	Reference 2 (Name Official Address, Phone & Email)

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:

(Signature of the Applicant)

Place: