

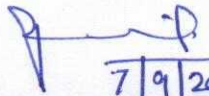
POVERTY AND HUMAN DEVELOPMENT MONITORING (PHDMA)
PLANNING AND CONVERGENCE DEPARTMENT
GOVERNMENT OF ODISHA

Letter No. 810 /PH, Bhubaneswar Dated the 7th September, 2021
83/2021

ADVERTISEMENT


Poverty and Human Development Monitoring Agency (PHDMA) invites applications for the post of **Professional in Socio Economic & Communication Sector, Content Writer and Young Professional**. Applicants may visit Government of Odisha Portal: www.odisha.gov.in and PHDMA website: <http://phdma.odisha.gov.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 on or before 27.09.2021 by 5.00 P.M. in a sealed envelope through speed / registered post. PHDMA shall not entertain receiving applications due to delay of any kind after due date & time. The undersigned reserves the right to accept / reject any or all of the applications without assigning any reason thereof.


7/9/2021
OSD, PHDMA

Memo No. 811 /PH, Bhubaneswar, dated the 7th /9 /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.


7/9/2021
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 talented, innovative and dynamic & experienced 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:

Sl. No.	Name of the position	Expected Monthly Remuneration	Number of positions
1	Content Writer	Rs. 70,000/- (Fixed) (Inclusive of Taxes)	1
2	Professional in Socio Economic & Communication Sector	Rs. 75,000/- (Fixed) (Inclusive of Taxes)	1
3	Young Professional	Rs.40,000/- (fixed) (inclusive of taxes)	1

I. Terms of Reference (ToR) for engagement of Content Writer

Sl. No.	Name of the position	Content writer
1	Monthly Remuneration	Rs. 70,000/- (Fixed) (Inclusive of Taxes)
2	Age Limit	Candidates should be below 50 years of age as on the date of advertisement. <i>NB: Age relaxation will be considered in case of exceptionally qualified and experienced persons.</i>
3	Tenure	The engagement would be purely on contractual basis for a period of two years (can be extended up to 5 years-one year at a time on the recommendation of Member Secretary and approved by Development Commissioner). However, the engagement could be terminated at any time by the competent authority without assigning any reasons.
4	Method of recruitment	Contract based through open market
5	Educational qualification	Master Degree in Social Work /Sociology/ Public policy /Administration / Management Sciences/ Journalism/ MBA/ Development studies.
6	Experience	Minimum 5 years of work experience in the field of programme Monitoring / programme evaluation (preferrably in Government sector) or relevant research experience at appropriate backed by suitable publication records.The candidate should have either led a reputed Research/Evaluation organization or have worked at senior level.
7	Selection Process	Through Career marking, Exposure in Sectors and Interview.
8	Job description	She / He will be able to address: <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. • Leading day-to-day management of the team. • Project management of the project as per agreed activities, timelines and deliverables. • Communication related activities. • Defining the detailed work plan, and managing the team of consultants against the work plan.

		<ul style="list-style-type: none"> • Drive discussions with senior officials in the Govt. at State level. • Sending periodic updates, and highlighting challenges in project execution.
9	Procedure for Selection	<p>The Advertisement for inviting applications for the post of Content Writer will be published in two leading Odia daily and two English dailies through I & PR Department. The applications will be received through Registered post only.</p> <p>A four member selection Committee will be constituted comprised of two Directors of Departments and belong to Working Committee Members of PHDMA, Director I & PR and State Representative UNDP who will scrutinize the applications received and shortlist the candidates for Interview on the basis of modalities & criteria fixed i.e. career marking, soft skill & sectoral exposure.</p> <p>The shortlisted Candidates will be undergoing into an Interview conducted by the Section Committee for empanelment of final list Content Writer.</p>
10	Capacity Building	Content Writer shall be provided orientation training for 4-6 weeks for acquiring job related skills.
11	Leave	Leave of 8 days shall be allowed in a year on pro-rata basis.
12	Annual Performance Report	Annual Performance appraisal of the Content Writer would be undertaken through an Annual Performance Report (APR). In order to bring objectivity, assessment would be done by the Member Secretary PHDMA and countersigned by Development Commissioner- cum- President PHDMA.

II. Terms of Reference (ToR) for engagement of Professional in Socio-Economic & Communication Sector.

Sl. No.	Name of the position	Professional in Socio-Economic & Communication Sector.
1		
2	Expected Monthly Remuneration	Rs. 75,000/- (Fixed) (Inclusive of Taxes)
3	Age Limit	Candidates should be below 45 years of age as on the date of advertisement. <i>NB: Age relaxation will be considered in case of exceptionally qualified and experienced persons.</i>
4	Tenure	The engagement of Professional in Socio-Economic & Communication Sector would be purely on contractual basis for a period of two years (can be extended up to 5 years-one year at a time on the recommendation of Member Secretary and approved by Development Commissioner). However, the engagement could be terminated at any time by the competent authority without assigning any reasons.
5	Method of recruitment	Contract based through open market
6	Education qualification	Master Degree in Economics/ Statistics / Social Work /Sociology/ Public policy /Administration / Management Sciences/Journalism/MBA/Development studies.
7	Experience	Preferably 5 to 10 years of work experience in the field of programme Monitoring / programme evaluation (preferably in Government sector) or relevant research experience at appropriate backed by suitable publication records. The candidate should have either led a reputed Research/Evaluation organization or have worked at senior level.
8	Selection Process	Through Career marking, Exposure in Sectors & Interview
9	Job description	She / He will be responsible for: <ul style="list-style-type: none"> • Designing the overall study approach to synthesize sectoral analysis and scheme-wise analysis.

		<ul style="list-style-type: none"> • Organizing and overseeing the use of qualitative and quantitative evaluation techniques • Designing a meta-analysis plan based on the secondary data • Designing primary data collection tools like discussion guides for focus group discussions, agenda for in depth interviews and household-level survey questionnaires and prepare a data analysis plan. • Ensuring data quality of the primary data collected and the use of latest analytical tools for qualitative and quantitative data analysis.
10	Procedure for Selection	<p>The Advertisement for inviting applications for the post of Professional in Socio-Economic & Communication Sector will be published in two leading Odia daily and two English dailies through I & PR Department. The applications will be received through Registered post only.</p> <p>A four member selection Committee will be constituted comprised of two Directors from Departments and belong to Working Committee Members of PHDMA, Director I & PR and State Representative UNDP who will scrutinize the applications received and shortlist the candidates for Interview on the basis of modalities & criteria fixed i.e. career marking , sectoral Exposure, Working experience in Government Sector.</p> <p>The shortlisted Candidates will be undergoing into an Interview conducted by the Section Committee for empanelment of final list Professional in Socio-Economic & Communication Sector.</p>
11	Capacity Building	Professional in Socio-Economic & Communication Sector shall be provided orientation training for 4-6 weeks for acquiring job related skills.
12	Leave	Leave of 8 days shall be allowed in a year on pro-rata basis.
13	Annual Performance	Annual Performance appraisal of the Professional in

	Report	Socio-Economic & Communication Sector would be undertaken through an Annual Performance Report (APR). In order to bring objectivity, assessment would be done by the Member Secretary PHDMA and countersigned by Development Commissioner- cum-President PHDMA.
--	--------	---

III. Terms of Reference (ToR) for engagement of Young Professionals

Poverty & Human Development Monitoring Agency (PHDMA) seeks to provide a unique opportunity for persons below age of 32 years of exposure to public policy, planning and development. It seeks to engage persons with passion for development and potential to gain experience in respect of Government policies, programmes in areas that are relevant to development and will provide high quality professional inputs in Economics, Education, public health, Social Science, Urban Planning and Infrastructure.

	Name of the position	Content writer cum Communication Specialist
1		
2	Expected Monthly Remuneration	A consolidated amount of Rs.40,000 per month including tax with traveling cost to be reimbursed at par with Group -B officer of the State Government under OTA Rule.
3	Age Limit	Candidates should be below 32 years of age as on the date of advertisement.
4	Tenure	The engagement would be purely on contractual basis for a period of two years (can be extended up to 5 years-one year at a time on the recommendation of Member Secretary and approved by Development Commissioner). However, the engagement could be terminated at any time by the competent authority without assigning any reasons.
5	Method of recruitment	Contract based through open market
6	Educational qualification	Master Degree in Economics/ Statistics / Social Work /Sociology/ Public policy /Administration / Management Sciences/Journalism.
7	Experience	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. Preference would be given to persons with work experience in the relevant field supported by published work/policy paper/appraisal/monitoring of projects & schemes etc.
8	Selection Process	Through Career marking, Soft skill, & Interview.
9	Job description	She/He will be required to provide high quality inputs in disciplines like Agriculture/ Economics/Finance/ Education/Health/Nutrition/Women & Child/Social Sciences/Engineering & Technology,/Urban Planning and development/Infrastructure/Environment/Rural Development/Data Analysis//Project management /Start up/ Innovation etc. This would require demonstration of proven academic credentials, professional achievements and leadership quality on the part of the aspirant.
10	Procedure for Selection	<p>The Advertisement for inviting applications for the post of Young Professionals will be published in two leading Odia daily and two English dailies through I & PR Department. The applications will be received through Registered post only.</p> <p>A four member selection Committee will be constituted comprised of two Directors from Department and belong to Working Committee Members of PHDMA, Director I & PR and State Representative UNDP who will scrutinize the applications received and shortlist the candidates for Interview on the basis of modalities & criteria fixed i.e. career marking, soft skill & sectoral Exposure.</p> <p>The shortlisted Candidates will be undergoing into an Interview conducted by the Section Committee for empanellment of final list YPs.</p>
11	Capacity Building	YPs shall be provided orientation training for 4-6 weeks for acquiring job related skills.
12	Leave	Leave of 8 days shall be allowed in a year on pro-rata

		basis.
13	Annual Performance Report	Annual Performance appraisal of the Young professionals would be undertaken through an Annual Performance Report (APR). In order to bring objectivity, assessment would be done by the Member Secretary PHDMA and countersigned by Development Commissioner- cum- President PHDMA.

(APPLICATION FORM)

Poverty & Human Development Monitoring Agency

P & C Department, Lokaseva Bhavan Bhubaneswar, Odisha

Application for Content Writer / Professional
in Socio-Economic & Communication Sector / Young Professional

1. Name of the Applicants :
2. Father's Name :
3. Date of Birth :
4. Highest Qualification :
5. Permanent Address :
6. Address for Communication :
7. Telephone No : Mobile No:
8. Email Address :
9. Educational Qualification :

(Affix a recent
passport size
photograph)

Sl.No	Class/UG/PG	Institute	University	%Marks
1	HSC			
2	Intermediate			
3	Graduation			
4	Post Graduation			

10. Work Experience:

Sl.No	Name of Organization	Name of the Post	No of working Years	Place of Posting (National/State /District/Block level)	Job Responsibility
1					
2					
3					

11. Training attended/conducted on relevant field:

N.B: Attached All educational & Experience Certificate, fresh Resume and Cover Letter

I hereby declare that the information furnished above are true and correct to the best of my knowledge.

Date:

Place:

Signature of Applicant