

Odisha Tribal Development Society (OTDS) Adivasi Exhibition Ground, Unit-1, Bhubaneswar-751001.		
Recruitment Notification		
<p>Odisha Tribal Development Society (OTDS), an autonomous Society under the Administrative control of ST & SC Development Department, Govt. of Odisha is implementing "Focused Area Development Programme" initiated by the Department. OTDS invites application from interested and eligible candidates for the following posts at its State Programme Support Unit. The posts are purely contractual in nature and are co-terminus with the Project. Detail ToR of the posts can be seen in the website of ST & SC Development Department by following the link www.stscodisha.gov.in.</p>		
Sl. No.	Name of the post	No. of Posts
1	Technical Expert (M&E and Documentation)	1
2	Technical Expert (MIS)	1
3	Technical Expert (Agriculture & Horticulture)	1
4	Technical Expert (Livestock)	1
5	Technical Expert (NRM & Water Resource)	1
6	Technical Expert (Micro Enterprise & Civil)	1
7	Technical Expert (Capacity Building & PLET)	1
8	Manager-Administration & HR	1
9	Manager-Finance	1
10	Executive Assistant	2
11	Office Assistant	2
<p>Candidate may visit the website of ST&SC Development Department for details of TOR. The application form is to be submitted to the Chief Executive Officer, Odisha Tribal Development Society (OTDS), Adivasi Exhibition Ground, Unit-1, Bhubaneswar on or before 7th August 2013.</p> <p style="text-align: right;">Director (ST)-cum-Addl. Secretary to Govt. & CEO, OTDS</p>		

ToR for Technical Expert (PME & Documentation), OTDS state off.

Odisha Tribal Development Society (OTDS), under ST & SC Development (SSD) Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one “Technical Expert (PME & Documentation)” in the state office of OTDS at Bhubaneswar to assist in various stages of project formulation, planning, convergence of resources, monitoring & evaluation.

Education & Experience: Candidates with educational qualification such as MBA/ PG Diploma in Rural Management/Development, Development Studies or equivalent from a recognised university/ reputed institutes will be selected. Candidates should have a minimum 3 years of experience of monitoring & evaluation and documentation of livelihood development projects and working knowledge of MS Office. Candidates having worked with State/ National Govt. programmes in relevant area with exposure to tribal development/ welfare will be given preference.

Desired Skills: Besides the candidate may possess the following skills.

- Leadership skills with sound knowledge on Project Management;
- Well conversant with Computer application;
- Skills on Official writing and drafting;
- Capacity to work in a multi-tasking environment.
- Language Proficiency: Can Speak, Write and Read in English, Hindi and preferably Odia.

Terms of Reference (ToR): The selected candidate, as “Technical Expert (PME & Documentation)”, is expected to perform the following duties.

- 1) Conceptualisation and formulation of Annual Action Plan for Focused Area Development Programme (FADP) covering all the on-going projects and newly planned projects of SSD Deptt., aligned to livelihood domain for support under SCA to TSP, Article-275(1), CCD, IDP etc.;
- 2) Preparation of Annual Budget and Grant requisition statements for the financial year;
- 3) Drafting and Documentation of Project Proposals for financial assistance under various schemes of Govt. of India & State Government for financial assistance under the schemes meant for welfare of Scheduled Tribes;

- 4) Design and implement monitoring and evaluation system for various livelihood development projects;
- 5) Compile information on various central/ state schemes for livelihood development in tribal areas & Liaise for resource allocation;
- 6) Coordinate with NGOs/CBOs & other stakeholders for monitoring of projects;
- 7) Facilitate capacity building programmes on project planning and monitoring for project stakeholders;
- 8) Collection of information on qualitative & quantitative progress of livelihood development projects and Documentation (Annual Progress Report; Best Practices; Case Studies etc.);
- 9) Periodic visit to project locations to facilitate project monitoring;
- 10) Providing support to Subject Matter Specialists and Project Manager (Convergence & Skill Development) in ITDAs and monitor their performances;
- 11) Providing necessary feedback and back-stopping to project stakeholders; &
- 12) Any other suitable task assigned by C.E.O, OTDS.

Terms & Conditions: The following terms and conditions will apply for this position of “Technical Expert (PME & Documentation)”.

- 1) The position is purely contractual in nature and co-terminus with the project;
- 2) The selected candidate will be given annual contract and subsequent renewal will be based on performance;
- 3) The appointment will be on consolidated gross emoluments per month comprising of consolidated Salary of Rs.40,000/- to 70,000/- per month. The remuneration will be finalised based on the candidate’s competency level;
- 4) Consolidated mobile phone expenses of Rs.500/-, monthly Internet connectivity charges of Rs. 500/-, and other TA/DA as admissible during travel; &
- 5) Other terms and conditions of OTDS will be applicable.

ToR for Technical Expert (MIS) at OTDS state office

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one “Technical Expert (MIS)” in the state office of OTDS at Bhubaneswar to facilitate process re-engineering in relevant domain and assist in management of information system of projects.

Education & Experience: Candidates should have educational qualification such as Post Graduate Degree in Computer Science/ Information Technology/ Computer Application from a recognised university/ institute. Candidates should have at least 5 years of work experience in implementation of MIS in Govt. sector projects/ e-Governance projects. Candidates having worked with State/ National Govt. programmes with experience of developing Online Project Monitoring Systems and exposure to tribal development will be given preference.

Desired Skills: Besides the candidate may possess the following skills.

- Working knowledge on Development of Website/ Programmes.
- Strong writing and communication skills in English and local language.
- Ability to work under deadlines.
- Excellent oral and written communication skills.
- Interpersonal and team work skills.

Terms of Reference (ToR): The selected candidate, as “Technical Expert (MIS)”, is expected to perform the following duties.

- 1) Oversee the design and establishment of MIS for the programmes;
- 2) Supervising and providing technical inputs on the development of the MIS;
- 3) Facilitate & undertake all information technology oriented needs of OTDS;
- 4) Maintaining the MIS and ensuring that data is accessible through user-friendly interfaces when needed;
- 5) Manage information and preparation of analytical reports for action;
- 6) Develop Physical and financial progress reports and ensure timely submission;
- 7) Development of appropriate software for the programme and for development of web based systems/ applications for both physical and financial monitoring and reviewing;

- 8) Develop data capture formats for collection of data, Consolidation, compilation and analysis of data;
- 9) Manage & maintain the MIS unit including hardware, software requirements/ resources;
- 10) Manage all data effectively and ensure timely backup of existing databases;
- 11) Crosscheck data entered into the format so as to ensure its accuracy, indicate gaps, inconsistency or ambiguity if any to the team for corrective actions; &
- 12) Any other suitable task assigned by C.E.O, OTDS.

Terms & Conditions: The following terms and conditions will apply for this position of “Technical Expert (MIS)”.

- 1) The position is purely contractual in nature and co-terminus with the project;
- 2) The selected candidate will be given annual contract and subsequent renewal will be based on performance;
- 3) The appointment will be on consolidated gross emoluments per month comprising of consolidated Salary of Rs.40,000/- to 70,000/- per month. The remuneration will be finalised based on the candidate’s competency level;
- 4) Consolidated mobile phone expenses of Rs.500/-, monthly Internet connectivity charges of Rs. 500/-, and other TA/DA as admissible during travel; &
- 5) Other terms and conditions of OTDS will be applicable.

ToR for Technical Expert (Agri./Horti.) at OTDS state office

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one “Technical Expert (Agriculture/Horticulture)” in the state office of OTDS at Bhubaneswar to facilitate in various stages of project formulation, planning, convergence of resources, monitoring and evaluation.

Education & Experience: Candidates with educational qualification such as M.Sc./ M. Tech. in Agriculture, Horticulture or equivalent from a recognised university/ reputed institutes will be selected. Candidates should have 5 years of experience of managing Wadi, horticulture, agriculture etc. land-based livelihood development projects and working knowledge of MS Office. Candidates having worked with State/ National Govt. programmes in relevant area with exposure to tribal development/ welfare will be given preference. Retired Govt. Officers (e.g. DAO/DHO), below 65 years of age, can also apply.

Desired Skills: The candidate should have minimum of 5 years of full time work experience in the field of Agriculture and Horticulture. Besides, s/he may have the following skills.

- Leadership skills.
- Well conversant with Computer application (Specifically MS Office)
- Skills on Official writing and drafting.
- Capacity to work in a multitasking environment.
- Language Proficiency: Can Speak, Write and Read in English, Hindi and preferably Odia.

Terms of Reference (ToR): The selected candidate, as “Technical Expert (Agriculture/Horticulture)”, is expected to perform the following duties.

- 1) Conceptualise and develop projects based on Agriculture and Horticulture interventions viz. Wadi, orchard development, vegetable cultivation;
- 2) Preparation/ Consolidation of Annual Work/Action Plans on agriculture/ horticulture submitted by ITDAs, Micro Projects etc. along with Budget;
- 3) Scrutinise proposals received from implementing agencies viz. ITDAs, Micro Projects etc. and recommend for approval;

- 4) Provide technical assistance in terms of agricultural input supplies, extension services, preservation measures, best practices in agriculture and horticulture, adoption of mechanised practices etc.
- 5) Design and implement monitoring and evaluation system for Agriculture and Horticulture projects;
- 6) Coordinate with NGOs, CBOs & Govt. Depts. for implementation of projects; Monitor work of the implementing agencies including those based on the field level inspection/observation and ensure successful implementation of projects;
- 7) Facilitate capacity building programmes on agricultural and horticultural development for project stakeholders;
- 8) Collection of relevant information and Documentation of Best Practices, Case Studies and relevant domain for Annual Progress Report etc.;
- 9) Periodic visit to project locations to facilitate project implementation and monitoring;
- 10) Providing support to Subject Matter Specialists (Agriculture/Horticulture) in ITDAs and monitor their performances;
- 11) Compile information on various central/ state schemes for agriculture and horticulture development in tribal areas & Liaise for resource allocation; &
- 12) Any other suitable task assigned by C.E.O, OTDS.

Terms & Conditions: The following terms and conditions will apply for this post.

- 1) The position is purely contractual in nature and co-terminus with the project;
- 2) The selected candidate will be given annual contract and subsequent renewal will be based on performance;
- 3) The appointment will be on consolidated gross emoluments per month comprising of consolidated Salary of Rs.40,000/- to 70,000/- per month. The remuneration will be finalised based on the candidate's competency level;
- 4) Consolidated mobile phone expenses of Rs.500/-, monthly Internet connectivity charges of Rs. 500/-, and other TA/DA as admissible during travel;
- 5) For Retired Govt. employees relevant Salary terms, as decided and revised by Govt. from time to time, will be applicable; &
- 6) Other terms and conditions of OTDS will be applicable.

ToR for Technical Expert (Livestock) at OTDS state office

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one “Technical Expert (Livestock)” in the state office of OTDS at Bhubaneswar to assist in various stages of project formulation, planning, convergence of resources, monitoring and evaluation.

Education & Experience: Candidates with educational qualification such as M.V. Sc. & A.H. (Veterinary Science/ Animal/Livestock Production & Management) or equivalent from a recognised university/ reputed institutes will be selected. Candidates should have 5 years of experience of managing poultry, goat rearing etc. programmes and working knowledge of MS Office. Candidates having worked with State/ National Govt. programmes in relevant area with exposure to tribal development/ welfare will be given preference. Retired Govt. Officers (SDVO/ CDVO rank), below 65 years of age, can also apply.

Desired Skills: The candidate should have minimum of 5 years of full time work experience in the field of animal husbandry. Besides, s/he may have the following skills.

- Leadership skills.
- Well conversant with Computer application (Specifically MS Office)
- Skills on Official writing and drafting.
- Capacity to work in a multitasking environment.
- Language Proficiency: Can Speak, Write and Read in English, Hindi and preferably Odia.

Terms of Reference (ToR): The selected candidate, as “Technical Expert (Livestock)”, is expected to perform the following duties.

- 1) Conceptualise and develop projects based on poultry, goat rearing etc.;
- 2) Preparation/ Consolidation of Annual Work/Action Plans on livestock development submitted by ITDAs, Micro Projects etc. along with Budget;
- 3) Scrutinise proposals received from implementing agencies viz. ITDAs, Micro Projects etc. and recommend for approval;
- 4) Provide technical assistance in terms of breed improvement, procurement of animals, best practices in livestock development etc.;
- 5) Design and implement monitoring and evaluation system for livestock projects;

- 6) Coordinate with NGOs, CBOs & Govt. Depts. for implementation of projects; Monitor work of the implementing agencies including those based on the field level inspection/observation and ensure successful implementation of projects;
- 7) Facilitate capacity building programmes on livestock development for project stakeholders;
- 8) Collection of relevant information and Documentation of Best Practices, Case Studies and relevant domain for Annual Progress Report etc.;
- 9) Periodic visit to project locations to facilitate project implementation;
- 10) Providing support to Subject Matter Specialists (Livestock) in ITDAs and monitor their performances;
- 11) Compile information on various central/ state schemes for livestock development in tribal areas & Liaise for resource allocation; &
- 12) Any other suitable task assigned by C.E.O, OTDS.

Terms & Conditions: The following terms and conditions will apply for this post.

- 1) The position is purely contractual in nature and co-terminus with the project;
- 2) The selected candidate will be given annual contract and subsequent renewal will be based on performance;
- 3) The appointment will be on consolidated gross emoluments per month comprising of consolidated Salary of Rs.40,000/- to 70,000/- per month. The remuneration will be finalised based on the candidate's competency level;
- 4) Consolidated mobile phone expenses of Rs.500/-, monthly Internet connectivity charges of Rs. 500/-, and other TA/DA as admissible during travel;
- 5) For Retired Govt. employees relevant Salary terms, as decided and revised by Govt. from time to time, will be applicable; &
- 6) Other terms and conditions of OTDS will be applicable.

ToR for Technical Expert (NRM & Water Resource), OTDS state office

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one “Technical Expert (NRM & Water Resource)” in the state office of OTDS at Bhubaneswar to assist in various stages of project formulation, planning, convergence of resources, monitoring and evaluation.

Education & Experience: Candidates with educational qualification such as M.Sc./ M. Eng./ M. Tech. in Agri. Engineering (Soil & Water), Water Resource Eng., Irrigation Eng., Hydraulic Eng., Environmental Eng. or equivalent from a recognised university/ reputed institutes will be selected. Candidates should have 5 years of experience of managing water resource, diversion based irrigation etc. projects for enhancing land & water productivity and working knowledge of MS Office. Candidates having worked with State/ National Govt. programmes in relevant area with exposure to tribal development/ welfare will be given preference. Retired Govt. Officers (of Ex. Eng. rank), below 65 years of age, can also apply.

Desired Skills: The candidate should have minimum of 5 years of full time work experience in the field of water resource development. Besides, s/he may have the following skills.

- Leadership skills.
- Well conversant with Computer application (Specifically MS Office)
- Skills on Official writing and drafting.
- Capacity to work in a multitasking environment.
- Language Proficiency: Can Speak, Write and Read in English, Hindi and preferably Odia.

Terms of Reference (ToR): The selected candidate, as “Technical Expert (NRM & Water Resource)”, is expected to perform the following duties.

- 1) Conceptualisation and formulation of NRM & water resource development project proposals;
- 2) Preparation/ Consolidation of Annual Work Plans on NRM & water resource development submitted by ITDAs, Micro Projects etc. along with Budget;
- 3) Scrutinise proposals received from implementing agencies viz. ITDAs, Micro Projects etc. and recommend for approval;

- 4) Design and implement monitoring and evaluation system for water resource, diversion based irrigation development projects;
- 5) Provide technical assistance in terms of land restoration and creation of water resource development;
- 6) Coordinate with NGOs, CBOs & Govt. Depts. for implementation of projects; Monitor work of the implementing agencies including those based on the field level inspection/observation and ensure successful implementation of projects;
- 7) Facilitate capacity building programmes on water resource, diversion based irrigation development etc. for project stakeholders;
- 8) Collection of relevant information and Documentation of Best Practices, Case Studies and relevant domain for Annual Progress Report etc.;
- 9) Periodic visit to project locations to facilitate project implementation;
- 10) Providing support to Subject Matter Specialists, Engineering personnel etc. in ITDAs;
- 11) Compile information on various central/ state schemes for water resource, diversion based irrigation development etc. in tribal areas & Liaise for resource allocation; &
- 12) Any other suitable task assigned by C.E.O, OTDS.

Terms & Conditions: The following terms and conditions will apply for this post.

- 1) The position is purely contractual in nature and co-terminus with the project;
- 2) The selected candidate will be given annual contract and subsequent renewal will be based on performance;
- 3) The appointment will be on consolidated gross emoluments per month comprising of consolidated Salary of Rs.40,000/- to 70,000/- per month. The remuneration will be finalised based on the candidate's competency level;
- 4) Consolidated mobile phone expenses of Rs.500/-, monthly Internet connectivity charges of Rs. 500/-, and other TA/DA as admissible during travel;
- 5) For Retired Govt. employees relevant Salary terms, as decided and revised by Govt. from time to time, will be applicable; &
- 6) Other terms and conditions of OTDS will be applicable.

ToR for Technical Expert (Micro Enterprise & Civil), OTDS state office

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one “Technical Expert (Micro Enterprise & Civil)” in the state office of OTDS at Bhubaneswar to assist in various stages of project formulation, planning, convergence of resources, monitoring and evaluation.

Education & Experience: Candidates with educational qualification such as B.Eng./ B. Tech. in Civil Eng. or equivalent from a recognised university/ reputed institutes will be selected. Candidates should have 5 years of experience of managing civil construction and micro enterprises projects. Candidates with working knowledge of CAD/ STAAD. Pro. as well as MS Office and having worked with State/ National Govt. programmes in relevant area with exposure to tribal development/ welfare will be given preference. Retired Govt. Officers (of Ex. Eng. rank), below 65 years of age, can also apply.

Desired Skills: The candidate should have minimum of 5 years of full time work experience in the field of infrastructure and civil engineering. Besides, s/he may have the following skills.

- Leadership skills.
- Well conversant with Computer application (Specifically MS Office)
- Skills on Official writing and drafting.
- Capacity to work in a multitasking environment.
- Language Proficiency: Can Speak, Write and Read in English, Hindi and preferably Odia.

Terms of Reference (ToR): The selected candidate, as “Technical Expert (Micro Enterprise & Civil)”, is expected to perform the following duties.

- 1) Work on the infrastructure development projects and develop plans, layouts, estimates, tender papers etc. for the projects;
- 2) Take measures for selection of agencies to construct the infrastructure and follow up for construction of such infrastructure;
- 3) Periodic visit to the site and inspect & monitor the progress of the work;
- 4) Scrutiny the project progress report submitted by implementing agencies and inspect RA bills, Measurement Books, extra & excess items in the project during field visits and recommend for suitable measures to carry out the work;

- 5) Identify need for establishment of Processing and Packaging units, Cold storage system etc. for forward linkage of Agricultural and Horticultural crops.
- 6) Preparation of project progress report and submission to CEO, OTDS;
- 7) Progress review of contractors on monthly basis to meet the project schedule and completion of work on time; &
- 8) Any other suitable task assigned by C.E.O, OTDS.

Terms & Conditions: The following terms and conditions will apply for this post.

- 1) The position is purely contractual in nature and co-terminus with the project;
- 2) The selected candidate will be given annual contract and subsequent renewal will be based on performance;
- 3) The appointment will be on consolidated gross emoluments per month comprising of consolidated Salary of Rs.40,000/- to 70,000/- per month. The remuneration will be finalised based on the candidate's competency level;
- 4) Consolidated mobile phone expenses of Rs.500/-, monthly Internet connectivity charges of Rs. 500/-, and other TA/DA as admissible during travel;
- 5) For Retired Govt. employees relevant Salary terms, as decided and revised by Govt. from time to time, will be applicable; &
- 6) Other terms and conditions of OTDS will be applicable.

ToR for Technical Expert (Capacity Building & PLET), OTDS state office

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one “Technical Expert (Capacity Building & PLET)” in OTDS state office at Bhubaneswar to assist in various stages of project formulation, planning, convergence of resources, monitoring & evaluation.

Education & Experience: Candidates with educational qualification such as MBA/ PG Diploma in Rural Management/Development, Development Studies or equivalent from a recognised university/ reputed institutes will be selected. Candidates should have minimum 5 years of experience of facilitating capacity building programmes on livelihood development and capacity building programmes. Candidates having worked with State/ National Govt. programmes in relevant area with exposure to tribal development/ welfare will be given preference.

Desired Skills: The candidate should have minimum of 5 years of full time work experience in organisation of capacity building programmes. Besides, s/he may have the following skills.

- Leadership skills.
- Well conversant with Computer application (Specifically MS Office)
- Skills on Official writing and drafting.
- Capacity to work in a multitasking environment.
- Language Proficiency: Can Speak, Write and Read in English, Hindi and preferably Odia.

Terms of Reference (ToR): The selected candidate, as “Technical Expert (Capacity Building & PLET)”, is expected to perform the following duties.

- 1) Conceptualisation and formulation of ‘Skill Development & Placement Linked Employable Training (PLET)’ project proposals for support under SCA to TSP, Article–275(1), CCD, IDP etc.;
- 2) Preparation/ Consolidation of Annual Action Plans on “Skill Development and PLET” submitted by ITDAs, Micro Projects etc. along with Budget under SCA to TSP, Article–275(1), CCD, IDP etc.;

- 3) Design and implement monitoring & evaluation system for “Skill Development and PLET” projects;
- 4) Compile information on various central/ state schemes for “Skill Development and PLET” in tribal areas & Liaise for resource allocation;
- 5) Coordinate with Agencies & other stakeholders for monitoring of “Skill Development and PLET” projects;
- 6) Facilitate capacity building programmes on livelihood development and Skill Development and PLET programmes for project stakeholders;
- 7) Collection of relevant information and Documentation of Best Practices, Case Studies and relevant domain for Annual Progress Report etc.;
- 8) Periodic visit to project locations to facilitate monitoring of projects;
- 9) Providing support to Subject Matter Specialists and Project Manager (Convergence & Skill Development) in ITDAs and monitor their performances;
- 10) Providing necessary feedback and back-stopping to project stakeholders; &
- 11) Any other suitable task assigned by C.E.O, OTDS.

Terms & Conditions: The following terms and conditions will apply for this post.

- 1) The position is purely contractual in nature and co-terminus with the project;
- 2) The selected candidate will be given annual contract and subsequent renewal will be based on performance;
- 3) The appointment will be on consolidated gross emoluments per month comprising of consolidated Salary of Rs.40,000/- to 70,000/- per month. The remuneration will be finalised based on the candidate’s competency level;
- 4) Consolidated mobile phone expenses of Rs.500/-, monthly Internet connectivity charges of Rs. 500/-, and other TA/DA as admissible during travel; &
- 5) Other terms and conditions of OTDS will be applicable.

ToR for Manager–Administration & HR at OTDS state office

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one “Manager–Administration” in the state office of OTDS at Bhubaneswar to facilitate office administrative functions including management of human resources.

Education & Experience: Candidates should have educational qualification such as MBA/PG Diploma in Human Resource Management, Personnel Management or equivalent from a recognised university/ reputed institutes. Candidates should have 5 years of work experience in Office and HR management and working knowledge of MS Office. Candidates having worked in Government/ Govt. promoted body or with State/ National Govt. programmes in relevant area will be given preference. Retired Administrative Officers (e.g. OAS) from Govt./ PSU, below 65 years of age, can also apply.

Desired Skills: Besides the candidate may possess the following skills.

- Leadership skills;
- Well conversant with Computer application;
- Skills on Official writing and drafting;
- Capacity to work in a multi-tasking environment.
- Language Proficiency: Can Speak, Write and Read in English, Hindi and preferably Odia.

Terms of Reference (ToR): The selected candidate, as “Manager–Administration & HR”, is expected to perform the following duties.

- 1) Planning, organising, providing leadership & coordinating all administrative functions to support C.E.O, OTDS;
- 2) Manage office environment and ensure day-to-day operations of office;
- 3) Facilitate recruitment processes, issue of offer letter/ contract papers to selected candidates, probationary review and performance appraisal of office staff and disciplinary actions, as & when required;
- 4) Provide information to ‘Manager–Finance’ for preparation of monthly staff salary bill;
- 5) Provide support in investigations for disciplinary and grievance procedures;
- 6) Manage personnel file, absence recording, leave administration of office staff;

- 7) Ensure statutory compliances under Contract Labour Law, Societies Act, as applicable and those on Tax, PF etc.;
- 8) Assist in development/modification of HR policies and procedures;
- 9) Facilitate procurement of goods and services for office functioning and liaise with & management of service-providers/ suppliers;
- 10) Support staff & Manage logistics for office functioning and travel of office functionaries, as & when required;
- 11) Facilitate staff welfare/ development and motivational training for staff;
- 12) Ensure that human and material resources are effectively utilised;
- 13) Monitor Office administration & HR management and submit relevant data for review by CEO and Executive/Governing Council;
- 14) Any other suitable task to support HR and administration as assigned by C.E.O, OTDS.

Terms & Conditions: The following terms and conditions will apply for this position of “Manager–Administration & HR”.

- 1) The position is purely contractual in nature and co-terminus with the project;
- 2) The selected candidate will be given annual contract and subsequent renewal will be based on performance;
- 3) The appointment will be on consolidated gross emoluments per month comprising of consolidated Salary of Rs.40,000/- to 70,000/- per month. The remuneration will be finalised based on the candidate’s competency level;
- 4) Consolidated mobile phone expenses of Rs.500/-, monthly Internet connectivity charges of Rs. 500/-, and other TA/DA as admissible during travel;
- 5) For Retired Govt. employees relevant Salary terms, as decided and revised by Govt. from time to time, will be applicable; &
- 6) Other terms and conditions of OTDS will be applicable.

ToR for Manager–Finance at OTDS state office

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one “Manager–Finance” in the state office of OTDS at Bhubaneswar to facilitate financial management functions.

Education & Experience: Candidates should have educational qualification such as MBA/PG Diploma in Finance, Chartered Accountant, Cost Accountant or equivalent from a recognised university/ reputed institutes. Candidates should have working knowledge of Tally & MS Office and 5 years of work experience in financial management of office/organisation of annual turnover of 1 crore rupees. Candidates having worked in Government/ Govt. promoted body or with State/ National Govt. programmes in relevant area will be given preference. Retired Finance Officers (e.g. OFS) from Govt./ PSU, below 65 years of age, can also apply.

Desired Skills: Besides the candidate may possess the following skills.

- Leadership skills;
- Well conversant with Tally and MS Office;
- Skills on Official writing and drafting;
- Capacity to work in a multi-tasking environment.
- Language Proficiency: Can Speak, Write and Read in English, Hindi and preferably Odia.

Terms of Reference (ToR): The selected candidate, as “Manager–Finance”, is expected to perform the following duties.

- 1) Facilitate consolidation, preparation and submission of annual budget and review as and when required;
- 2) Facilitate fund request from and fund flow to various agencies along with corresponding timely submission and receipt of Utilisation Certificates;
- 3) Undertake day-to-day accounting functions and maintain financial control within budget heads;
- 4) Prepare monthly staff salary bill and reimbursement claim details of approved expenditure by staff and ensure payment after approval by CEO;
- 5) Facilitate and monitor payment to goods & service providers vis-à-vis agreed delivery standards;

- 6) Monitor fund utilisation through Tally; Submit relevant data, provide feedback and recommend actions for review by CEO & Executive/Governing Council;
- 7) Generate internal and external financial reports, as per requirement;
- 8) Assist in identification of Auditor; Facilitate internal and external audit, as per requirement; Follow-up implementation of audit recommendations by relevant stakeholders;
- 9) Ensure statutory compliances under Contract Labour Law, Societies Act, as applicable and those on Tax, PF etc.;
- 10) Undertake specific monitoring visits to test financial systems and controls;
- 11) Develop policies, systems and procedures to bring financial probity, transparency and best practices;
- 12) Manage quality and cost control;
- 13) Facilitate financial training to relevant staff to contribute to their financial competence and compliance adherence;
- 14) Any other suitable task assigned by C.E.O, OTDS.

Terms & Conditions: The following terms and conditions will apply for this position of “Manager–Finance”.

- 1) The position is purely contractual in nature and co-terminus with the project;
- 2) The selected candidate will be given annual contract and subsequent renewal will be based on performance;
- 3) The appointment will be on consolidated gross emoluments per month comprising of consolidated Salary of Rs.40,000/- to 70,000/- per month. The remuneration will be finalised based on the candidate’s competency level;
- 4) Consolidated mobile phone expenses of Rs.500/-, monthly Internet connectivity charges of Rs. 500/-, and other TA/DA as admissible during travel;
- 5) For Retired Govt. employees relevant Salary terms, as decided and revised by Govt. from time to time, will be applicable; &
- 6) Other terms and conditions of OTDS will be applicable.

ToR for Executive Assistant at OTDS state office

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one “Executive Assistant” in the state office of OTDS at Bhubaneswar to facilitate office administrative functions including management of human resources.

Education & Experience: Candidates should have educational qualification such as Graduate with PGDCA or equivalent from a recognised university/ reputed institutes. Candidates should have 1–2 years of work experience in supporting office & HR administration and working knowledge of MS Office. Candidates having worked in Government/ Govt. promoted body will be given preference.

Desired Skills: Besides the candidate may possess the following skills.

- Well conversant with MS Office (MS Word, MS Excel, MS PowerPoint);
- Skills on Official writing and drafting;
- Capacity to work in a multi-tasking environment.
- Language Proficiency: Can Speak, Write and Read in English, Hindi and preferably Odia.

Terms of Reference (ToR): The selected candidate, as “Executive Assistant”, is expected to perform the following duties.

- 1) File documents and update files & registers; Prepare and maintain files;
- 2) Type & download data; Data entry & loading other necessary information;
- 3) Manage internal and external communication over phone, fax & email;
- 4) Manage agendas;
- 5) Support the coordination of high-level visits & travels by office staff;
- 6) Provide support to ‘Manager–Administration’ in office & HR administration;
- 7) Keeping the list of employee communication and contacts updated;
- 8) Maintaining the up-to-date list of relevant offices and contact lists;
- 9) Provide support to Office staff and C.E.O; &
- 10) Any other suitable task as assigned by Manager–Administration and C.E.O, OTDS.

Terms & Conditions: The following terms and conditions will apply for this position of "Executive Assistant".

- 1) The position is purely contractual in nature and co-terminus with the project;
- 2) The selected candidate will be given annual contract and subsequent renewal will be based on performance;
- 3) The appointment will be on consolidated gross emoluments per month comprising of consolidated Salary of Rs.5,000/- to Rs.15,000/- per month. The remuneration will be finalised based on the candidate's competency level; Besides consolidated mobile phone expenses and other TA/DA as admissible during travel will be paid; &
- 4) Other terms and conditions of OTDS will be applicable.

ToR for Office Assistant at OTDS state office

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one "Office Assistant" in the state office of OTDS at Bhubaneswar to facilitate office administrative functions including management of human resources.

Education & Experience: Candidates should have educational qualification of Graduation or equivalent from a recognised university/ reputed institutes. Candidates should have 6 months to 1 year of work experience in supporting office administration. Candidates having worked in Government/ Govt. promoted body will be given preference.

Terms of Reference (ToR): The selected candidate, as "Office Assistant", is expected to perform the following duties.

- 1) Provide general assistance to ensure clean & hygienic Office environment;
- 2) Manage routine works like photocopying, take print-outs from computers, manage pantry, handling of vendors etc.;
- 3) Provide assistance in managing records & office files and their safe-keeping; Maintain Stock register, Attendance register, Procurement & dispatch records;
- 4) Work of daily errands e.g. handling communications with post office, bank etc.; Timely procurement of stationary and arrangement of logistic for the staff;
- 5) Provide support to Office staff and C.E.O; &
- 6) Any other suitable task as assigned by Manager-Administration and C.E.O, OTDS.

Terms & Conditions: The following terms and conditions will apply for this position of "Office Assistant".

- 1) The position is purely contractual in nature and co-terminus with the project;
- 2) The selected candidate will be given annual contract and subsequent renewal will be based on performance;
- 3) The appointment will be on consolidated gross emoluments per month comprising of consolidated Salary of Rs.5,000/- to Rs.10,000/- per month. The remuneration will be finalised based on the candidate's competency level; Besides consolidated mobile phone expenses and other TA/DA as admissible during travel will be paid; &
- 4) Other terms and conditions of OTDS will be applicable.

APPLICATION FORM

Position Applied For: _____ _____	Paste Recent Passport- Size Photograph
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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)		
Category: (ST/SC/General)		
Sex: (Male/ Female)		

2. EDUCATION QUALIFICATION (Recent First; 10th Standard Onwards)

Qualification	University/ Institution	Subjects	Completion Year	Division/Grade

3. OTHER QUALIFICATION/ TRAINING (Including Relevant Short Training Courses)

Course Name	Duration	Institution	Course Details

4. EMPLOYMENT / WORK EXPERIENCE DETAILS

Name & Address of Employer	Designation	Duration		Brief description of Responsibilities	Name & Designation of Supervisor
		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									
Oriya									
Other (Please specify _____)									

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:

Place:

(Signature of the Applicant)