Odisha Tribal Development Society (OTDS)
(under Administrative control ST & SC Dev. Deptt., Government of Odisha)

Empanelment of "Project Manager and Subject Matter Specialists in OTDS

Chief Executive Officer, OTDS invites applications from suitable candidates for the following posts to be filled in and be placed at the Integrated Tribal Development Agencies (ITDAs) of the state.

Name of Post	No. of Posts	Education Qualification and Experience
Project Manager (Livelihood)	7	PGD in Rural Mgt./Rural Development/ MA in Social Work/ MA in Eco/ MA in Dev Studies or equivalent. Post Qualification Work Experience: Minimum 1 Year.
Subject Matter Specialist (Agri/ Horti)	14	B. Sc. (Horticulture)/ B. Sc. (Agriculture) /B. Tech. (Ag. Eng.) Post Qualification Work Experience: Minimum 1 Year
Subject Matter Specialist (Livestock)	1	B. Vet. Sc. & Animal Husbandry Post Qualification Work Experience: Minimum 1 Year

The engagement is purely project specific and is contractual and does not assure of any regular engagement in future. Application Form along with Terms of Reference for the position can be downloaded from the websites www.stscodisha.gov.in

Interested candidates may send the completed application form to the Chief Executive Officer, Odisha Tribal Development Society (OTDS), Adivasi Exhibition Ground, Unit-1, Bhubaneswar latest by 30th June 2014.

Sd/-
Chief Executive Officer, OTDS

ITDA WISE VACANCY POSITION:

The candidates selected will be placed in the following ITDAs against respective posts. However, the CEO, OTDS reserves the rights to place candidates in any of the 21 ITDAs, wherever there is a need.

Project Manager/ Subject Matter Specialist in ITDAs			
Sl No	Name of the ITDA	Name of the Project Manager	SMS (Agri)	SMS (Livestock)
1	Baripada	Vacant		
2	Kaptipada	Vacant	Vacant	
3	Karanjia		Vacant	
4	Rairangpur	Vacant	Vacant	
5	Keonjhar	Vacant	Vacant	
6	Champua		Vacant	
7	Kuchinda			Vacant
8	Bonai		Vacant	
9	Panposh		Vacant	
10	Parlakhemundi	Vacant		
11	Th.Rampur		Vacant	
12	Jeypore		Vacant	
13	Rayagada		Vacant	
14	Gunpur		Vacant	
15	Malkangiri		Vacant	
16	Balliguda	Vacant		
17	Phulbani	Vacant	Vacant	
Vacancy		**7 Numbers**	**14 Numbers**	

<div align="center">**TOR FOR PROJECT MANAGER (LIVELIHOOD):**</div>

Position: Project Manager (Livelihoods)

First Line Reporting : Project Administrator, ITDA

Second Line Reporting: C.E.O, OTDS

Place of Posting: Concerned ITDA

A. **PURPOSE:**

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. There are 21 Integrated Tribal Development Agencies (ITDA) in 12 districts of the state working on various tribal welfare activities. It has been proposed to engage "Project Manager (Livelihoods)" in the ITDAs to assist in various stages of planning, implementation and monitoring of various location-specific and scalable livelihood interventions (Focus Area Development Programme "FADP").

B. **Qualification:**

PGD in Rural Mgt./Rural Development/ MA in Social Work/ MA in Eco/ MA in Dev Studies or equivalent qualification from a recognized board/ University.

C. **Post Qualification Work Experience:**

The work experience will be counted on the required qualification. The Applicant should have a minimum of 1 year of full time work experience in the field of livelihood promotion/ skill training/ and implementation of projects related to Development sector. Applicants having adequate work experience in the National flagship programmees on livelihood promotion/ any such state sponsored development programmes will be preferred.

D. **Remuneration/ Compensation:** Gross Remuneration of INR 3,00,000/- (Rupees Three Lakh) per Annum.

E. **Duration of Engagement:** 1 Year and renewable subject to Satisfactory Performance.

F. **Scope of Services:**

The candidate, as "Project Manager (Livelihood)", is expected to perform the following duties.

- Conceptualisation and formulation of project proposals in consultation with PA, ITDA, officials of Line Depts. and other stakeholders;
- Compile information on various central/ state schemes for the livelihood dev. of tribal people & Liaise with various line Depts. for resource allocation;
- Consolidation of Annual Work/Action Plans along with Budget for submission in the Project Level Committee at ITDA/District level & to Dept.;
- Coordinate with NGOs, CBOs and line Depts. for implementation of projects;

- Design and implement monitoring and evaluation system for livelihood development projects;
- Facilitate capacity building programmes for project stakeholders;
- Collection of relevant data, Documentation of physical (Qualitative & Quantitative) progress of project at ITDA & Submission of the same to SSD;
- Periodic visit to project locations to facilitate project implementation and monitoring;
- Providing necessary feedback and back-stopping to project stakeholders; &
- Any other suitable task assigned by CEO, OTDS & Chairman, ITDA.

G. Desired Skills:
- Working Knowledge of **Computer in MS Office**.
- Skills on Official writing and drafting.
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferable for Oriya.
- Capacity to work in a multitasking environment.

TOR FOR SUBJECT MATTER SPECIALIST (AGRICULTURE/ HORTICULTURE):

Position: Subject Matter Specialist (Agriculture/ Horticulture)

First Line Reporting : Project Administrator, ITDA

Second Line Reporting: C.E.O, OTDS

Place of Posting: Concerned ITDA

A. PURPOSE:

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. There are 21 Integrated Tribal Development Agencies (ITDA) in 12 districts of the state working on various tribal welfare activities. It has been proposed to engage "Subject Matter Specialist (Agriculture/ Horticulture) " in the ITDAs to assist in various stages of planning, implementation and monitoring of various location-specific and scalable livelihood interventions (Focus Area Development Programme "FADP").

B. Qualification:

B. Sc. (Horticulture)/ B. Sc. (Agriculture) /B. Tech. (Ag. Eng.) from a recognized board/ University.

C. Post Qualification Work Experience:

The work experience will be counted on the required qualification. The Applicant should have a minimum of 1 year of full time work experience in the field of livelihood promotion/ agriculture/ horticulture and implementation of projects related to Development sector. Applicants having adequate work experience in the National flagship programmees on livelihood promotion/ any such state sponsored development programmes will be preferred.

D. Remuneration/ Compensation: Gross Remuneration of INR 2,40,000/- (Rupees Two Lakh Forty thousand only) per Annum.

E. Duration of Engagement: 1 Year and renewable subject to Satisfactory Performance.

F. Scope of Services:

The selected candidate, as "Subject Matter Specialist", is expected to perform the following duties.

1. Conceptualisation & formulation of relevant project proposals in consultation with PA, ITDA, officials of Line Depts. and other stakeholders;

2. Periodic visit to project locations to provide handholding support in implementation of livelihood development interventions particular to agriculture and horticulture based interventions;

3. Conduct project monitoring & Provide necessary feedback and back-stopping to project stakeholders;

4. Coordinate with NGOs, CBOs and line Depts. for implementation of projects;
5. Facilitate capacity building programmes for project stakeholders;
6. Collection of relevant data, Documentation of Qualitative & Quantitative Physical progress of project at ITDA & Submission of the same to SSD; &
7. Any other suitable task assigned by CEO, OTDS and Chairman, ITDA.

G. Desired Skills:

- Working Knowledge of **Computer in MS Office**.
- Skills on Official writing and drafting.
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferable for Oriya.
- Capacity to work in a multitasking environment.

TOR FOR SUBJECT MATTER SPECIALIST (LIVESTOCK):

Position: Subject Matter Specialist (Livestock)

First Line Reporting :   Project Administrator, ITDA

Second Line Reporting: C.E.O, OTDS

Place of Posting: Concerned ITDA

A. PURPOSE:

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. There are 21 Integrated Tribal Development Agencies (ITDA) in 12 districts of the state working on various tribal welfare activities. It has been proposed to engage "Subject Matter Specialist (Livestock) " in the ITDAs to assist in various stages of planning, implementation and monitoring of various location-specific and scalable livelihood interventions (Focus Area Development Programme "FADP").

B. Qualification:

B. Vet. Sc. & Animal Husbandr from a recognized board/ University.

C. Post Qualification Work Experience:

The work experience will be counted on the required qualification. The Applicant should have a minimum of 1 year of full time work experience in the field of livelihood promotion/ livestock development (Dairy/Poultry/Goatary etc)   and implementation of projects related to Development sector.   Applicants having adequate work experience in the National flagship programmees on livelihood promotion/ any such state sponsored development programmes will be preferred.

D. Remuneration/ Compensation: Gross Remuneration of INR 2,40,000/- (Rupees Two Lakh Forty thousand only) per Annum.

E. Duration of Engagement: 1 Year and renewable subject to Satisfactory Performance.

F. Scope of Services:

The selected candidate, as "Subject Matter Specialist", is expected to perform the following duties.

8. Conceptualisation & formulation of relevant project proposals in consultation with PA, ITDA, officials of Line Depts. and other stakeholders;

9. Periodic visit to project locations to provide handholding support in implementation of livelihood development interventions particular to livestock development such as poultry, goatary. Dairy etc.;

10. Conduct project monitoring & Provide necessary feedback and back-stopping to project stakeholders;

11. Coordinate with NGOs, CBOs and line Depts. for implementation of projects;

12. Facilitate capacity building programmes for project stakeholders;

13. Collection of relevant data, Documentation of Qualitative & Quantitative Physical progress of project at ITDA & Submission of the same to SSD; &
14. Any other suitable task assigned by CEO, OTDS and Chairman, ITDA.

G. Desired Skills:

- Working Knowledge of **Computer in MS Office**.
- Skills on Official writing and drafting.
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferable for Oriya.
- Capacity to work in a multitasking environment.

APPLICATION SUBMISSION PROCESS :

Interested candidates fulfilling the eligibility criteria may submit the Application Form along with documents as proof of their education qualification and relevant work experience to the office address mentioned below.

Chief Executive Officer, Odisha Tribal Development Society (OTDS), Adicasi Exhibition Ground, Uni-1, Bhubaneswar-751001.

The application forms should be superscripted with "Application for the Post of ………………………………………….) at the top cover and the candidates applying for the relevant post should mention it in the application form as well as Application cover, with out which, the application form will be rejected. The format of application will be strictly maintained and applications received in any other format will be rejected.

Last date of receipt of the completed application form is 20th June 2014 till 5.00 PM.

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)		
Category: (ST/ SC/ General)		
Sex: (Male/ Female)		
Marital Status: (Tick as relevant)	Single ☐ Married ☐ Separated ☐ Widow(er) ☐	
Medical History: (Tick relevant)	Serious Illness (if any) No ☐ Yes ☐ _____	

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

Qualification	University/ Institution	Subjects	Completion Year	Division/Grade	Percentage

Documents as proof of the educational qualification is attached.

3. **OTHER QUALIFICATION/ TRAINING (Including Relevant Short Training Courses and professional courses)**

Course Name	Duration	Year	Institution	Course Details

Documents in proof of trainings is attached

4. **EMPLOYMENT / WORK EXPERIENCE DETAILS (Current Employment first)**

Name & Address of Employer	Category of Employer (Govt/ PSU/ Pvt)	Designation & Location	Duration		Major Responsibilities Handelled
			From	To	

Documents as proof of the work experience is attached

5. **Current Salary Drawn** Rs._____ per annum

6. COMPUTER LITERACY

Software Package/ Application	Level of Knowledge (Please Tick Relevant Column)		
	Basic	**Working**	**Expert**
Word Processing			
Spread sheet			
Database			
Presentation			
Web/ E-Mail			

7. 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 _____)									

8. ANY OTHER INFORMATION* (May be Provided by Applicant to Strengthen Candidature)

* May include Publication, Paper presented in Seminar, Membership etc. & continue in separate sheet.

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

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

10. 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)