



Terms of Reference

SDS works for the upliftment of the poor and the disadvantaged communities in Odisha by increasing their access to resources and skills in a sustainable manner. It is currently implementing Livelihood and Sanitation projects in Mayurbhanj district.

The organization is currently seeking to appoint the following personnel to manage its operations on purely contractual basis. The engagement will be initially for one year and extend on the basis of performance.

Candidates are advised to send their complete CV to – hr2.sds@gmail.com by 30th October 2016, 5.00 PM. Application received later than the stipulated time will not be entertained.

Hard copy may send to –

Sakti Sikha Development Society (SDS)

PC Pur (front road of DPEP, Murgabadi),

Ward No – 21, Baripada - 757002

The base of all staffs is at SDS head Office at Baripada, Odisha. Preference will be given to candidates from the same district.

Only shortlisted candidate will be called for written test & Personal Interview. No personal communication will be entertained.

Sd/-
Executive Director

PROJECT MANAGER (No. of Post – 1)		
Qualification & Experience	Remuneration	Job Responsibility
<p>Education – MBA/MSW/Master in Social Science/Relevant subject</p> <p>Experience – Minimum 3-4 years of experience in managing/coordinating development programmes. Experience in project administration & financial management.</p>	<p>Rs. 12000/- to 15000/- per month (based on qualification & experience remuneration may be negotiable)</p>	<p>The Project Manager should be able to deliver the following key responsibilities –</p> <ul style="list-style-type: none"> # Oversee all project activities and be the main contact point for the donor and the field staff. # Project design & timely implementation # Look for overall project administrative & financial management. # Ensure project activities comply with the policies and regulations of the donor organization. # Responsible for overseeing the development and execution of project deliverables, lead project planning, budgeting, action plans and monitoring processes. # Prepare report & submit to concerned agencies. # Responsible for submitting activity reports, meeting minutes and financial reports on regular basis to the donor # Lead and motivate the project team and monitor project activities and project expenditure and coordinate work with consultants and volunteers in the project. # Oversee the preparation and submission of annual activity-based project budgets as well as monthly and quarterly financial reports and sending of new funding requests. # Ensures close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements. # Document case studies and success stories. # Employs resourcefulness in project design, implementation and monitoring. Troubleshoots project problems. Identifies and implements creative solutions. <p>Reporting to – Executive Director</p>

FINANCE OFFICER (No. of Post – 2)		
Qualification & Experience	Remuneration	Job Responsibility
<p>Education – B.Com/M.Com/MBA (finance), MFC Should have expert knowledge in Tally.</p> <p>Experience – Minimum 3-4 years of experience in organisation accounting/project accounting. Knowledge on FCRA, Income Tax Act and relevant act for NGO.</p>	<p>Rs. 8000/- to 12000/- per month (based on qualification & experience remuneration may negotiable)</p>	<p>The Finance Officer should be able to deliver the following key responsibilities –</p> <ul style="list-style-type: none"> # Oversee the financial operations of the organization and ensure timely and accurate financial reports and practices including cash management, payroll, financial disbursements, ledgers etc. # Responsible for entering financial information and maintaining all financial records for projects and for the organization. # Preparing and maintaining donor agreements and staff contracts. # Manage financial control, prepare and analyze budgets, develop financial reports, and make recommendations to the organization on budget expenditures. # Obtain approvals from the Director and from the donors on all procurements and purchases for the projects and for the organization. # Monitor the expenditures to ensure that program funds are utilized appropriately by the close of the fiscal year. # Provide orientation and training to the organization staff on cost-effective management. Ensure that all financial reporting is completed on time and submitted to donors. # Oversee the financial audits of all projects of the organization. # Provide financial inputs for proposal development, project management, Human Resource Management policies, logistics, travel and other areas of administration. <p>Report to – Executive Director</p>

ADMINISTRATIVE-cum-HR OFFICER (No. of Post – 1)		
Qualification & Experience	Remuneration	Job Responsibility
Education – MBA/MSW/Master Degree Experience – Minimum 3-4 years of experience in organisation Administration and Human Resource Management.	Rs. 8000/- to 12000/- per month (based on qualification & experience remuneration may negotiable)	<p>The Administrative-cum-HR Officer should be able to deliver the following key responsibilities –</p> <ul style="list-style-type: none"> # Manage Office & support functions. # Develop and maintain functional and efficient human resources management and administration systems, processes, and procedures. # Track staff movement and enhance record keeping, internal controls, and compliance with legal, labour requirements. # Contribute to budget preparations and audit activities. # Coordinate the organization of in- house and external meetings and training activities. # Contribute to the preparation of monthly, quarterly and yearly internal and external reports in a timely manner, as needed. # Maintain a database of goods and services providers. # Carry out administrative tasks and other assignments # Coordinating reports from field and consolidating reports # Data entry and data analysis and preparing presentations and reports. # Keeping record of Program officers/Team Leader/s field visits, visits analysis and Follow up. # Drafting letters and preparing progress reports as and when required # Maintain records for attendance, Salary Administration, Stationary indents, disbursement as required. # Assist Finance Officer for procurement and services. # Conducting recruitment & selection activity # Assist in training & development Activities # Keeping, maintaining & updating – <ul style="list-style-type: none"> A) Personal Files/records of project employees B) Job responsibilities, increment and renewal of contracts. # Assist in conducting personal interviews & performance appraisals. # Provide weekly/monthly MIS to the corporate HR. # Record Management & Professional Development. <p>Report to – Executive Director</p>

Coordinator-SBM

(No. of Post – 6) for Baripada, Koliana, Bangriposi, Samakhunta, Betnoti, Suliapada block of Mayurbhanj District.

Qualification & Experience	Remuneration	Job Responsibility
Education – Graduate. Experience – Minimum 1-2 years of experience supervision of sanitation construction (IHHL) work.	Rs. 5000/- to 6000/- per month (increased based on target)	The Coordinator-SBM should be able to deliver the following key responsibilities – # Coordinate with concerned block administration for issuing of work orders and availability of works. # Conduct village survey, preparatory meetings. # Coordinate the material distribution and IHHL construction. # Coordinate the bill payment process with block administration. # Attend all SBM meetings. # All other SBM related work in concerned block. Report to – Project Manager