

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. For a Government Livelihood project in Mayurbhanj district SDS seeks to appoint the following personnel as the core Team to assist in implementation of the project on purely contractual basis. The engagement will be initially for one year and extend upto seven years on the basis of performance and deliverable.

Candidates are advised to send their complete CV with ink signed to – hr2.sds@gmail.com by 20th February 2017, 6.00 PM. Application received later than the stipulated time will not be accepted.

Hard copy may send to –

Sakti Sikha Development Society (SDS)

PC Pur (front road of DPEP, Murgabadi),

Ward No – 21, Baripada - 757002

Preference will be given to candidates from the same district and familiar with local language.

Women, ST, SC candidates with desirable qualification and experience are encourage to apply.

Only shortlisted candidate will be inform for the further process. No personal communication will be entertained.

Sd/-
Executive Director

NRM cum Agriculture Officer:**Job Description:**

- # Be the focal point for helping communities develop the NRM component of the Village Development Plans;
- # Assess with the communities the main constraints and opportunities in improving productivity and income from crop, horticulture, forestry and livestock activities;
- # Organize dissemination of improved package of practices on crop, horticulture, livestock and forestry through farmer field schools, demonstrations, field days;
- # Train CSP so that they in turn train producers; make sure that inputs required for improved package of practices can be readily available;
- # Monitor and report on progress of land and water, agriculture, forestry and livestock activities.

Academic Qualification:

Master or Bachelor Degree in crop or livestock sciences or Agriculture Allied Science.

Professional Experience:

- # At least 5 year (3 year for Master's degree holders) experience in INRM/Watershed Management/ organizing crop/livestock demonstrations, field days and conducting extension at community level. Demonstration knowledge and experience on soil and water conservation. S/He had conducted training of agriculture workers or paravets. Having experience in delivering 2 training on gender issues in crop and/or livestock production. Experience in the development of *podu* cultivation is an advantage.
- # Working Experience within MPA or with PVTG is an added advantage
- # Upper age limit 45 years, with 5 years relaxation for exceptionally qualified candidates

Remuneration:

Rs. 25,000/- to 30,000/- per month (based on qualification & experience) including all.

Community institutions & Nutrition Officer

Job Description:

- # Organizing *Palli Sabha* meeting, conducting PRA, preparing social and resource maps and establishment of VDC.
- # Mobilize community members for participatory planning, implementation and preparing of the VDP;
- # Facilitate the formation of the VDC/VDA and the audit committees and build their capacity;
- # Maintain coordination with the GP ;
- # Capacity Building to CRPs & Communities;
- # Monitor and report on progress of community development activities
- # Assist the FNGO Coordinator in preparing AWPB.
- # Assess the situation with regard to malnutrition among the children and mothers in coordination with ASHA/Anganwadi workers.
- # Converge with other government programmes and seek Programme support for undertaking nutrition training.
- # Coordinate with other Line Departments and implementing partners including the W&CD and Health Departments for joint programming and activities in the areas of health, sanitation and nutrition;
- # Working on gender mainstreaming, women empowerment, etc
- # Conduct various gender sensitization and meeting as per the requirement at village/GP level
- # Assist participating in all baseline and impact assessment studies
- # Facilitating land survey ,allotment of land and/or regularising land titles based on the land survey as per GoO policies/programmes

Academic Qualification:

Postgraduate Degree in Social Work/Rural Development/Sociology/ or MBA in Rural Management.

Professional Experience:

- # At least 5years' of experience in social mobilisation/SHG promotion or other rural development work requiring extensive mobilization and organization of village communities in an NGO .At least two years' experience of working on issues of community health and nutrition. Experience of working with ST/PVTG households and knowledge about development issues related to STs/PVTGs will be an advantage
- # Knowledge of the traditions and language of the tribes in the given MPA will be an advantage.
- # Upper age limit 45 years, with 5 years relaxation for exceptionally qualified candidates

Remuneration:

Rs. 20,000/- to 25,000/- per month (based on qualification & experience) including all.

Junior Engineer:

Job Description:

- # Assist the VDC in preparing land and water resource development component of the VDP, including irrigation systems, land development.
- # Assist the VDC make proposals for various community infrastructure activities to be taken up by the MPA.
- # Develop detailed designs for various land and water resource development interventions and get those technically appraised by the MPA.
- # Assist the VDC develop proposals for convergence with various government programmes, such as MGNREGS.
- # Train the VDC members and CRPs in implementation of VDP.
- # Assist the FNGO Coordinator in preparing AWPB.
- # Assist the FNGO Coordinator for obtaining technical and administrative sanction for the VDP.
- # Provide implementation supervision and support to VDC in implementation of the VDP.
- # Assist VDC to establish O&M systems for NRM infrastructure.
- # Assist in all baseline and impact assessment studies

Academic Qualification:

Having Bachelor Degree or Diploma in Agriculture Engineering or Civil Engineering.

Professional Experience:

- # At least 5 year (3 years for degree holders) experience in watershed treatment with demonstrated knowledge of one or more of the following works ,rainwater harvesting structures, diversion irrigation, lift irrigation. At least 3 years of experience in the design of one of the following multi-purpose community buildings, drying yards, and rural road.
- # Working Experience within MPA or with PVTG is an added advantage
- # Upper age limit 45 years, with 5 years relaxation for exceptionally qualified candidates

Remuneration:

Rs. 20,000/- to 25,000/- per month (based on qualification & experience) including all.

Livelihoods and Rural Finance Officer:

Job Description:

- # Mobilize women into SHG; # Revive defunct SHG; #Build the capacity of SHG;
- # Facilitate formation of GPLF and build their capacity;
- # Facilitate SHG mobilization of savings and management of credit;
- # Train and supervise CRP; monitor and report progress on promotion of SHG and rural finance;
- # Facilitate formation of Gram Panchayat level Federation and training the leaders on governance and accounts
- # Mobilize and train SHGs and help set internal systems in conformity with NRLM requirements; # Assist SHGs in opening bank accounts and in establishment of credit linkage; # Monitor performance of SHGs, facilitate SHG grading for provision of seed capitals per the programme;
- # Facilitate SHGs to access support from NRLM as and when it is rolled out.
- # Facilitate access of SHGs to need based bank credit, including through banking correspondents and Kisan Credit Cards, # Facilitate access to insurance and pension schemes, # Be the focal point for integrating IGA and livelihood activities in VDAs, # Assist in developing IGAs for the most vulnerable households, including arranging training and input-output linkages,
- # Facilitate the development of home gardens
- # Monitor and report progress on access to financial services, IGAs and other livelihood activities
- # Mobilise communities on livestock based livelihoods such as poultry, goat rearing, piggery, etc. in programme areas
- # Promotion of integrated livelihoods based on integrated farming system (such as agriculture/ horticulture/ livestock/ home gardens/ fishery in the community tanks and farm ponds) for economic and nutrition development of the communities in programme areas

Academic Qualification:

Postgraduate Degree in Social Work / Rural Development/Sociology/ or MBA in Rural Management or Bachelor Degree in Agriculture/Livestock sciences with MBA.

Professional Experience:

- # At least 5 years experience in the formation and handholding of SHG and their federations in tribal areas. Having experience on conducting training of SHGs and their federation on savings mobilization, management of savings and credit, record keeping and accounting. The experience would also include the implementation of savings and credit monitoring system of SHGs and their federations. Demonstrated experience in the training and supervision of about 60 or more Community Resource Persons for SHG mobilization at any one time. Experience in livelihood sectors such as in Farm & or Non Farm activities.
- # Experience of working with ST/PVTG households and knowledge about development issues related to STs/PVTGs will be an advantage
- # Knowledge of the traditions and language of the tribes in the given MPA will be an advantage.
- # Upper age limit 45 years, with 5 years relaxation for exceptionally qualified candidates

Remuneration:

Rs. 20,000/- to 25,000/- per month (based on qualification & experience) including all.

Project Assistants-Accountants

Job Description:

- # Maintaining & managing of the accounts of the FNGO as it related to project implementation;
- # Book-keeping and bank reconciliation of the FNGO accounts;
- # Timely submission of expenditure statement to the MPA/PMU.
- # Training of VDC members and CRPs in maintaining accounts.
- # Internal audit of VDC accounts and ensuring proper maintenance of VDC accounts.
- # Ensuring submission of statement of expenditures from VDC to MPA.
- # Ensuring preparation and submission of AWPB for each VDC.
- # Ensuring timely flow of funds for implementing VDP activities
- # Preparation of financial statements and utilization certificates;
- # Report on monthly and cumulative expenditures vis-à-vis work plan and funds received;
- # Getting accounts of the FNGO as it relates to project implementation, audited.

Academic Qualification:

B. Com in Accountancy with exposure on Tally packages

Professional Experience:

- # At least 3years experience with NGO or private businesses in preparation of financial data, book-keeping, use of double entry accounting system and bank reconciliation;
- # Has exposure with Tally packages
- # Upper age limit 45 years, with 5 years relaxation for exceptionally qualified candidates

Remuneration:

Rs. 12,000/- to 15,000/- per month (based on qualification & experience) including all.