

ODISHA PVTG EMPOWERMENT & LIVELIHOODS IMPROVEMENT PROGRAMME
ST & SC DEVELOPMENT DEPARTMENT
2nd floor, TDCCOL Building, Rupali Square, Bhubaneswar – 751022

RECRUITMENT OF SUBJECT MATTER SPECIALIST (SMS) FOR PROGRAMME MANAGEMENT UNIT(PMU), BHUBANESWAR

Programme Director, OPELIP invites applications from eligible candidates for recruitment of SMS to be positioned at PMU on contractual basis. Application form along with the detailed ToR for the post can be downloaded from two websites i.e. www.opelip.org & www.otelp.org . Last date of receipt of applications **by post/courier only is 22.12.1017 at 05.00 PM.**

Only shortlisted candidates will be called for Interview for recruitment. Programme Director, OPELIP reserves the right of accepting or rejecting the applications without assigning any reason thereof.

-Sd/-
Programme Director

TERMS OF REFERENCE

Sl. No.	Name of the post	Qualification	Work Assignment	Consolidated Remuneration (in Rs.) per month	Experience and Age on 01.01.2017
01	Programme Officer- Livelihoods & Convergence	-A graduate /post- graduate in Agril. allied sciences like Agriculture, Horticulture, Agricultural Engineering, Dairy Engineering, Pisciculture, Veterinary Sciences, Animal Husbandry or Allied Sciences - Recently retired employee of Govt./Govt. Public Sector undertaking in the rank of a Deputy/Joint Director or above in Veterinary / Agriculture / Horticulture Department, having above qualification and with no serious health conditions, can also be engaged as per prevailing norms, with at least 3 years remaining before attaining the age of 65years	(i) Overall supervision and guidance for the livelihoods & Convergence activities at MPA level including preparation of the work plan and budget; (ii) Build Capacity of MPA staff and NGO level staff in development activities; (iii) Develop necessary training manuals on livelihoods and convergence; and necessary guidelines for livelihoods strategies and implementation. (iv). Monitor the facilitation of the Village Level Sub Committee (VLSC) for their involvement in Annual Palli Sabha planning event for MGNREGS and subsequent documentation of outcome;	50,000.00	-Minimum of 7-8 years field experience in research / extension in livestock on allied sciences / rural livelihood enhancement project in tribal areas; -Experiences in working with tribal households and knowledge about development issues related to tribal communities will be an advantage or candidates having experiences in tribal development programmes would be given preference. AGE LIMIT- 55 years of age, with 5years relaxation for exceptionally experienced persons. -Ability to write and communicate in English and regional language.

		<p>(v) Setting up of agriculture allied sector livelihood and livestock based livelihoods such as poultry , goat rearing, piggery etc in programme areas;</p> <p>(vi) Facilitate the procurement of livestock & birds and arranging their health management including insurance;</p> <p>(vii) Draw the calendar of vaccination and provide training on livestock activities to the field functionaries and community</p> <p>(viii) Prepare strategy for feeds and fodder development and management.</p> <p>(ix) Arrange convergence of funds of fishery & ARD Department to implement in programme areas;</p> <p>(x) Facilitate the marketing of livestock and birds in a systematic manner;</p> <p>(xi). Work with other Programme officer, facilitate the officials of MPAs and FNGOs for promotion of 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;</p> <p>(xii) Prepare a strategy paper covering different possible models (suited to the condition of OPELIP areas) for integrated livelihoods based on integrated farming in consultation with OUAT and other institutes;</p>		<p>- Ability and willingness to travel extensively in the programme areas.</p>
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			(xiii) In coordination with Manager (MIS and M&E) to develop appropriate M&E indicators for the sector; perform regular data collection, review, validation, analysis and evaluation that will feed to the project M&E system; (xiv) Regular follow up and monitoring with the MPA staff; (xv) Any other task as may be assigned by the Programme Director		
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- ❖ The post is purely contractual and temporary in nature
- ❖ The initial engagement will be for a period of one year and further renewable subject to satisfactory performances.
- ❖ Incomplete applications in any form will be summarily rejected.
- ❖ Candidates are advised to apply only in the prescribed application form
- ❖ No application will be entertained after the due date and time of receipt
- ❖ Canvassing in any form will be liable for disqualification.
- ❖ Only shortlisted candidates, based on qualification and experience relevant to the post shall be cancelled for interview.



Odisha PVTG Empowerment & Livelihoods Improvement Programme (OPELIP)



APPLICATION FORM

Position applied for		Paste recent Passport size photograph here
Date of application		

1. Personal Details

Name of the Candidate (Ms/ Miss/ Mrs/ Mr)	(First Name)	(Surname)
Address	<u>Permanent</u>	<u>Present</u>
Mobile:		
Telephone Residence		
Telephone Office		
E-mail address		
Date of Birth		
Category (ST/SC/ General)		
Sex: (Male/ Female)		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade

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3. Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

4. Computer Literacy:

(Mention all software known/used)

5. Employment / Experience Records

Name and Address of the Employer	Designation	Period	Experience In year and Month	Brief description of duties

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6. Language Proficiency (Please tick in the appropriate box)

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. Reference: (Two persons to whom you have professionally reported)

Reference 1	Reference 2

Declaration:

I do hereby declare that all statements made in the application form 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 further notice.

Date:

Place:

Signature of the Applicant