



ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY
SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 029
Ph: 0674-2386016, mail:webmail@ofsdp.org



CONTRACTUAL ENGAGEMENT FOR THE POSTS IN ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT

OFSDS requires the services of the following personnel for working in the Odisha Forestry Sector Development Project Phase-II.

1. State Programme Manager (GIS, MIS & Website) (1 no) at PMU.
2. Subject Matter Specialist (Livelihood & Rural Financing and Marketing) (1 no) at DMU.
3. Accounts Manager (1 no) at PMU.

The Terms of Reference along with application form are available in our website (<http://www.ofsds.in/careers.php>) which can be accessed on online and apply for respective position online on or before dt. 07.05.2018. The applications are to be **filled in on line**, printed on A-4 size paper and submitted along with Bank Draft of Rs. 500/- only for each post separately by hand or by post in a sealed envelope super scribed with the name of Post applied for and addressed to The Deputy Project Director, OFSDS, SFTRI Campus, At/Po: Ghatikia, Bhubaneswar-751029 on or before dt. 15.05.2018 by 5.00 PM.

Deputy Project Director (A&F)



ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY
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TERMS OF REFERENCE

Application for Contractual engagement to the post of

01. State Programme Manager (GIS, MIS & Website) (One)
02. Subject Matter Specialist (Livelihood, Rural Financing & Marketing) (One)
03. Accounts Manager (One)

Note : * 1. Apply separately for each post. Bank Draft of Rs.500/- is to be attached for each post applied.

2. Last date for online submission of application with scanned copy of Bank Draft on or before dt. 07.05.2018 midnight.

3. Last date for physical submission of the Bank Draft along with signed copy of the online application is on or before dt. 15.05.2018 by 5.00 PM.



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Project brief and vacancy:

ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT - PHASE-II is being implemented with the loan assistance from Japan International Cooperation Agency (JICA) in 11 districts of Odisha. This project is for a period of 10 years from 2017-18 to 2026-27. The project has twin objectives of restoration of degraded forests and livelihood improvement of forest dependent community and covered 1200 Joint Forest Management Committees viz., VSSs/ EDCs for interventions in 12 Forest Divisions. The project aims to achieve substantial progress in Sustainable Forest Management through strengthening of community based institutions for Joint Forest Management.

The main objectives of the project are to:

- Restore degraded forest and augment forest resources
- Secure sustainable forest management by improving forest administration, community organizations and capacity development of other stakeholders
- Conservation and Ecosystem based management of the biodiversity
- Promote inter-sectoral convergence
- Improve income of targeted livelihood improvement of the forest dependent families through IGA activities.

During the implementation of the project, following Managerial/technical personnel are required. Hence the society invites applications for contractual engagement for one year and further extendable as per the performance to the following positions:

Sl.No.	Name of the Post	Vacancy
At the PMU of OFSDP Phase-II at Bhubaneswar		
1.	State Programme Manager (GIS, MIS & Website)	1
2.	Subject Matter Specialist (Livelihood, Rural Financing & Marketing)	1
3.	Accounts Manager	1

Interested candidates may apply online at our website www.ofsds.in/careers.php. Online applications complete in all aspects as per the instructions are to be submitted on or before dt. 07.05.2018. A demand draft drawn on any nationalized bank in favour of "PROJECT DIRECTOR, OFSDP, PHASE-II" for an amount of Rs. 500/- payable at Bhubaneswar must be obtained prior to filling the online application. It should be scanned and uploaded with the online application as per instructions. On successful submission of the application, signed copy of the online application along with the Bank draft (Rs. 500/-) must reach in person or by post addressed to 'The Deputy Project Director, Odisha Forestry Sector Development Society, SFTRI Campus, At/Po- Ghatikia, Bhubaneswar-751029' on or before 5.00 PM of dt. 15.05.2018. The applications received after last date will not be entertained. **The Project will not be responsible for any postal delay. The Project authorities reserve the right to reject any application without assigning any reason thereof.** Candidates in employment must enclose NOC from the present employer with the application form.

Job description and eligibility criteria are as follows:

Name of the Post	Job Description	Qualification & Experience
<p>State Programme Manager (GIS, MIS and Website)</p> <p>at the PMU for OFSDP Phase-II.</p>	<p>He/She will</p> <ul style="list-style-type: none"> • Assist APD/ JPD in GIS based Monitoring & Evaluation strategies for the project. • Guide and coordinate the works of all support staff in the geomatic lab for effective maintenance and use of GIS and MIS in the project implementation, monitoring of the project output and outcomes. • Maintain web-GIS systems and equipment, software inventory & ensure regular maintenance. • Procure the imageries at proper time interval and carry out spatial analysis, map production for planning and decision making, monitoring and reporting. • Establish and maintain GIS operation at all levels, i.e., PMU, DMUs and FMUs and ensure adequate capacity building at all levels and ensure their skill upgradation. • Coordinate with DPD for progress tracking and reporting and coordinate with SPMs/DPD and other stakeholders and Coordinate with GIS lab in OFD in acquiring of relevant data. 	<p>Essential Qualification</p> <p>Degree in Computer Science/ B.Tech/ B.E. in any discipline from recognized University/ Institute or</p> <p>PG in Forestry/ Agriculture/ Sociology/ Social Science/ Statistics/ Environmental Science with MCA.</p> <p>Essential Experience</p> <p>Should have minimum of 5 years of relevant experience in managerial capacity or as an expert in GIS / RS / M&E in Government/ External aided projects or in similar capacity for 7 years in other sectors.</p> <p>Demonstrable expertise in at least 2 of the following domains: GIS, Remote sensing, MIS, Monitoring & Evaluation in Forestry sector.</p> <p>Preferable</p> <p>Full understanding of M&E, GIS, RS concepts in relation to forest management activities</p> <p>Experience of working in Government/ Government undertaking & working in External Aided Project and in REDD plus projects.</p>
<p>Monthly remuneration</p>	<p>Rs.75,000/-P.M. (Consolidated)</p>	
<p>* DMU - Divisional Management Unit, FMU - Field Management Unit, APD-Additional Project Director, JPD- Joint Project Director, DPD- Dy. Project Director, SPM- State Programme Manager.</p>		

Name of the Post	Job Description	Qualification & Experience
<p>Subject Matter Specialist (Livelihood & Rural Financing & Marketing)</p> <p>1 No at the Subarnapur Division/ DMU for OFSDP Phase-II.</p>	<p>He/ She will</p> <ul style="list-style-type: none"> • Assist ADMU/DMU Chief in annual plan and implementation. • Guide and implement livelihood and NTFP interventions, small business/ enterprise plan, promote SHGs for small business/ enterprise, cluster promotion and inter sectoral convergence. • Assist ADMU/DMU Chief in value chain and market analysis, rural financing support, cluster development and extend support to leverage funds for the SHG business plan. • Assist ADMU/DMU Chief in progress monitoring & reporting, capacity building of personnel in FMUs, SMSs and other stakeholders including members of VSS and SHGs. 	<p>Essential Qualification</p> <p>Graduate in Science/ Economics/ Social Science/ MSW/ MBA in Agri Business/Rural Development</p> <p>Essential Experience</p> <p>Three years of field experience in Livelihood/ Natural Resource Management projects with community mobilization in Government sector/ non-Government organization working in projects of similar nature.</p> <p>Preferable</p> <p>Experience of working in Government/ Government undertaking & working in External Aided Project.</p> <p>Experience of working with SHG groups with field experience of preparing and implementing the business plan for SHG or experience of evaluation of SHGs especially the SHG clusters.</p>
<p>Monthly remuneration</p>	<p>Rs.40,000/- P.M. (Consolidated)</p>	
<p>* DMU - Divisional Management Unit, FMU - Field Management Unit, APD-Additional Project Director, JPD– Joint Project Director, DPD- Dy. Project Director, SMS- Subject Matter Specialists.</p>		

Name of the Post	Job Description	Qualification & Experience
Accounts Manager	<ul style="list-style-type: none"> ➤ Assist Joint Project Director (A&F)/ Dy. Project Director (A&F), ensure timely budget/ releases, utilization and SOEs / Claims, reconciliation of funds and assists audits, supervise Accounts and Taxes. ➤ Manage the maintenance of account in TALLY Platform ➤ Reconciliation of funds. ➤ Facilitate & assist audits. ➤ Supervise Accounts maintenance of ledgers and Registers ➤ Ensure the expenditure/ Budget provision is within the cost norms ➤ Timely collection and deposits of statutory taxes ➤ Will monitor the related field activities and tour as and when required ➤ Any other works as may be assigned. 	<p>Essential Qualification</p> <p>Graduate/ Post graduate in commerce with CA – Inter and with sound knowledge in Computers especially TALLY and MS office etc.</p> <p>Experience</p> <p>At least 5 years experience of working in government &/ non government organization with double entry system</p> <p>Preferable</p> <p>Experience of Auditing the Accounts of Government/ Government undertaking/ Society, IT matters and working in projects of similar nature.</p>
Monthly remuneration	Rs.35,000/- P.M. (Consolidated)	