

Odisha Livelihoods Mission
Panchayati Raj & Drinking Water Department, Government of Odisha Bhubaneswar - 751 012
Advt No: 2951 Date:24.08. 2018

Recruitment Notice

Odisha Livelihoods Mission (OLM), Panchayati Raj & Drinking Water Department, Government of Odisha, invites online applications, through **M/s Jagannath Prasad Nursery** from candidates for contractual engagement for the following positions for Azim Premji Philanthropic Initiative (APPI) Project with a period of 3(three) years.

Sl no	Positions	Nos	Category	Qualification	Age	Experience in Yrs	Pay Range in INR
1	District Project Co-coordinator (DPC)	30	UR 15(5W),SC 5(2W),ST 7(2W), SEBC 3(1W) ,PH 1*, Ex .S 1*	P. G in Agriculture / Nutrition/Social Sc /Rural Management/ Rural Development / MBA/Post Graduate Diploma in Management from recognized Institute	30-45	6	40,000
2	Block Project Co-coordinator (BPC)	60	UR 30(10W),SC 10(3W),ST 13(5W), SEBC 7(2W),PH 2*, Ex.S 2*	P. G in Agriculture / Nutrition/Social Sc /Rural Management/ Rural Development / MBA/Post Graduate Diploma in Management from recognized Institute	25-40	3	30,000

Details of Role Responsibilities, Qualification and other Eligibility criteria for the above position can be accessed at www.jpn.org.in / www.olm.nic.in.

N.B :-1. Candidates should apply on online by visiting www.jpn.org.in

2. **Last date of receipt of application is 08.09.2018**

3. OLM is not responsible for any delay in receipt of application.

4. The prescribed eligibility conditions viz age, qualification and experience etc should have been acquired as on application closing date.

5. Age relaxation as applicable.

6. Initially all the Positions are for a period of 1 (one) Year. Can be renewed on satisfactory Performance and requirement of the Project maximum to 3 Year.

State Mission Director- cum-CEO

Terms of Reference of Block Project Co-ordinator

AzimPremji Philanthropic Initiatives (APPI)

Qualification, Experience & Core competencies

Minimum Educational Qualification: P. G in Agriculture / Nutrition/Social Sc /Rural Management/ Rural Development / MBA/Post Graduate Diploma in Management from recognized Institute

Age: Within 25-40 years

Eligibility Criteria:

- Minimum 3 Years of Post Qualification experience in the field of Nutrition/Rural Livelihoods/Rural community management/Natural Resource Management.
- Experience with SHG or Livelihood program will be an added advantage.
- Strong interpersonal and organizational skills
- Excellent problem-solving skills
- Excellent written and oral communication skills in Odia.

Main Functions:

1. Will be accountable and responsible for all programmatic interventions in the assigned blocks / areas;
2. Will work closely with the District Project Coordinator(DPC) in developing and implementing programmatic strategy;
3. Will establish and maintain good rapport with government officials, development partners and other stakeholders in the assigned areas and at district level; and
4. Will be responsible and accountable for accomplishment of deliverables of the assigned task in the assigned areas and timely compliance to all the routine reporting requirements.

Key Role and Responsibilities

Cadre development

- Mapping of the CRP-CM, KrishiMitra(KM) and PraniMitra(PM) and creation of a detailed database;
- Support DPC in developing plan and facilitating orientation of all the CRP-CM, KM and PM on nutrition garden and nurturing of poultry &goatary;
- Plan and conduct periodic programme review and planning meetings of CRP-CM, KM and PM;
- Organise and facilitate periodic interactive meetings of CRP-CM, KM and PM with other community-based functionaries such as, Anganwadi Workers (AWWS) and Accredited Health Activists (ASHAs) etc.;
- Support DPC in inter and intra district exposure visit of DPOs, CRP-CM, KM and PM to witness best practices for replication in own areas; and
- Ensure documentation of case studies and best practices in the assigned blocks / areas.

Strengthening discussion forum by moduling dedicated SHG meeting

- Mapping of the SHGs and Federations of SHGs and creation of a database of them;
- Support DPC in developing orientation plan for selected SHG representative on nutrition garden; nurturing of poultry & goatary, preparing minutes of meetings and maintaining books of accounts;
- Facilitate orientation of selected SHG representatives as per the plan;
- Develop village meeting micro-plan and ensure its adherence;
- Develop a 14-day meeting calendar for SHGs of the assigned blocks / areas;
- Ensure roll-out of SHG meetings as per the plan and its documentation; and
- Conduct regular field visit to monitor meetings and provide hands-on support as needed.

Nutrition action plan

- Support DPC in development of action plan for selected representatives of SHG Gram Panchayat Level Federation (GPLF) on nutrition action, malnutrition mapping, mapping of scope for nutrition development etc.
- Monitor post-orientation activities of the GPLF in terms of exercising the plan in respective Gram Panchayats (GPs); and
- Follow-up and track the status of meeting, household level efforts on nutritional initiatives like backyard kitchen garden, up take of services, community nursery etc.

Activating forum such as Village Health and Nutrition Days (VHNDs), AnganwadiCentres (AWCs), SHGs

- Ensure participation of CRP-CM, KM and PM in various village level forums such as VHND and SHG meetings etc. to discuss nutrition related activities;
- Attend VHNDs and meetings of SHGs to observe the quality of discussion by CRP-CM, KM and PM on nutrition related activities; and
- Provide regular mentoring and hands-on support to CRP-CM, KM and PM.

Facilitate a complete Capacity Building architecture for cascading training and knowledge sharing

- Support DPC in organizing launching of the programme at the district level including; and
- Develop a detailed capacity building plan for all the key officials at assigned block and panchayat level in consultation with respective officials; and
- Facilitate and monitor implementation of the training plan.

Location: District/Block level where OLM Offices are there.

Remuneration: - INR 30,000. The gross remuneration shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

Woman candidates are encouraged to apply.

Terms of Reference of District Project Coordinator

AzimPremji Philanthropic Initiatives (APPI)

Qualification, Experience & Core competencies

Minimum Educational Qualification: P. G in Agriculture / Nutrition/Social Sc /Rural Management/ Rural Development / MBA/Post Graduate Diploma in Management from recognized Institute

Age: Within 30-45 years

Eligibility Criteria:

- Minimum 6 Year of Post Qualification experience in the field of Nutrition/Rural Livelihoods/Rural community management/Natural Resource Management.
- Experience with SHG or Livelihood program will be an added advantage.
- Strong interpersonal and organizational skills
- Excellent problem-solving skills
- Excellent written and oral communication skills in Odia and English.

Main Functions:

5. Will be the point person for the district operation and work closely with the district team;
6. Will provide managerial and mentoring support to Block Project Manager in all the areas of programme implementation;
7. Will work closely with the State Project Manager, Project Manager Nutrition and other State Cadre Officials in developing and implementing programmatic strategy;
8. Will establish and maintain good rapport with government officials,RNGOs, development partners and other stakeholders at district and sub-district level; and
9. Will be responsible and accountable for accomplishment of deliverables of the assigned district and timely compliance to all the routine reporting requirements.

Key Role and Responsibilities

Cadre development

- Ensure mapping of the Community Resource Person-Community Mobiliser (CRP-CM), KrishiMitra (KM) and PraniMitra (PM) in the district and creation of a detailed database;
- Develop plan and organise orientation of all the CRP-CM, KM and PM on nutrition garden and nurturing of poultry &goatary;
- Ensure periodic programme review and planning meetings of CRP-CM, KM and PM;
- Organise inter and intra district exposure visit of DPOs, CRP-CM, KM and PM to witness best practices for replication in own areas; and

Strengthening discussion forum by moduling dedicated SHG meeting

- Ensure mapping of the SHGs and Federations of SHGs in the district and creation of a database of them;
- Develop orientation plan for selected SHG representative on nutrition garden; nurturing of poultry &goatary, preparing minutes of meetings and maintaining books of accounts;
- Ensure timely completion of orientation of selected SHG representatives as per the plan;

- Facilitate development of village meeting micro-plan by block, ensure its implementation and track the progress on a monthly basis;
- Facilitate development of a 14-day meeting calendar for SHGs in the district;
- Ensure roll-out of SHG meetings as per the plan and its documentation; and
- Conduct field visit to monitor meetings and provide hands-on support as needed.

Strong IEC and BCC tools for SHG members

- Contribute finalisation of topics and contents for the module and handouts of meeting along with other State and District Team members;
- Support collection and compilation of existing Information, Education and Communication (IEC) resources, such as flipcharts, leaflets, posters, documentary movies etc.;
- Support development of a module and IEC materials for 14 meeting in Odia; and

Nutrition action plan

- Develop plan and organize orientation for selected representatives of SHG Gram Panchayat Level Federation (GPLF) on nutrition action, malnutrition mapping, mapping of scope for nutrition development etc.
- Monitor post-orientation activities of the GPLF in terms of exercising the plan in respective Gram Panchayats (GPs); and
- Follow-up and track the status of meeting, household level efforts on nutritional initiatives like backyard kitchen garden, up take of services, community nursery etc.

Activating forum such as Village Health and Nutrition Days (VHNDs), Anganwadi Centres (AWCs), SHGs

- Ensure participation of CRP-CM, KM and PM in various village level forums such as VHND and SHG meetings etc. to discuss nutrition related activities.

Facilitate a complete Capacity Building architecture for cascading training and knowledge sharing

- Organize launching of the programme at the district level including District Collector, District Social Officer (DSWO), Chief District Medical Officer (CDMO), Key District and Block Levels Officials of Allied Departments and representatives from NGOs, SHG Federations, development partners etc.; and
- Develop a detailed capacity building plan for all the key officials at district, block and panchayat level in consultation with district administration; and
- Plan, facilitate and monitor implementation of the training plan.

Documentation, monitoring and reporting

- Point person for compilation and submission of monthly / quarterly / annual progress report and any other data, information and report desired by concerned line manager at the State;
- Responsible for preparation and submission of status update with the key district authorities on a regular basis; and
- Ensure documentation of case studies and best practices for dissemination at District and State level.

Other programmatic involvement

- Ensure convergence and establish rapport with other line departments and implementing partners;
- Coordinate and facilitate scientific and evidence-based studies and operation research such as, base-line survey, mid-term survey and end-line survey etc.
- Work closely with the District Collector and district / block level line department for developing convergent work plans and monitoring of implementation;
- Support state team in developing annual action plan; and
- Undertake such other assignments, which may be assigned from time to time.

Location: District level where OLM Offices are there.

Remuneration: - INR 40,000. The gross remuneration shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

Woman candidates are encouraged to apply.