

**ORISSA COMMUNITY TANK DEVELOPMENT AND MANAGEMENT SOCIETY  
(OCTDMS)  
RAJIV BHAWAN, GROUND FLOOR  
UNIT – 5, BHUBANESWAR  
Water Resources Department  
Government of Orissa**

**EXPRESSION OF INTEREST**

The Orissa Community Tank Development and Management Society, Bhubaneswar invites applications from interested eligible candidates below the age of 45 years for the following posts to be filled up on contractual basis for its State Level Project Monitoring Unit (SLPMU). OCTDMS is going to take up World Bank assisted Orissa Community Tanks Management Project (OCTMP). The main objectives of the project are to improve tank-based livelihoods and strengthen community management of tank systems. *Government servants may also apply for the same through proper channel with advance copy to the undersigned and if selected, deputation to OCTDMS with usual terms and conditions of State Government may be considered.* For the present, the assignments will be for one year. They may be extended if required.

<b>Code No</b>	<b>Name of the Posts</b>	<b>No. of vacancies</b>
01	Social Expert	1
02	Economist and Evaluation Expert	1
03	Financial Management and Procurement Expert	1

For details of job description, qualifications, experiences, modalities and application form, applicant may visit our Website:- { **HYPERLINK "http://www.orssa.gov.in"** }. The name of the contact person is given below. The last date of receiving the application form completed in all respect is **9<sup>th</sup> March 2007**.

**Contact Person**

**Er. R.K. Sabat, Lead Project Engineer  
Chief Engineer, Minor Irrigation (O)  
Bhubaneswar  
Ph-0674-2391525 (O)  
e-mail-miorissa @yahoo.co.in**

**Sd/-**

**PROJECT DIRECTOR,  
OCTDMS --cum-Addl. Secy to Govt.  
Water Resources Department.  
Ph-0674- 2394105(O)**

# Terms of Reference of Specialists for the SLPMU of OCTDMS

## 01. Social Expert

### Job responsibility:

- a) He/She will head the Institutional Development unit.
- b) He/She shall play a leading role in developing the community level institutional development as per World Bank guideline with developing the strategy for community mobilization, capacity building, communication and empowerment process.
- c) He/She shall develop holistic district level quarterly and annual capacity building work plan.
- d) He/She shall play a leading role in building the capacity for project implementing agency, to facilitate support teams and other stakeholders in planning and implementing effective and equitable pro-poor plans.
- e) He/She shall play a leading role in the development and implementation of livelihood focused monitoring and evaluation systems ensuring that accurate information and data is regularly collected, analyzed and reported.
- f) He/She shall liaise closely with line Departments, PRIs, NGOs, district administration and other project partners.
- g) He/She shall liaise with social and environmental specialists of World Bank during project preparation.
- h) He/She shall overall responsibility for all community level institutional development aspects.
- i) He/She shall oversee the integrated social and environmental assessment study.
- j) He/She shall develop strategy and plan for social development component and environmental safeguard aspect of the project including implementation and monitoring.
- k) Develop, support and guide the preparation of capacity building components in the Project Implementation Manual and Community Operation Manual.
- l) He/She shall be responsible to the Project Director, Orissa Community Tank

Development and Management Society and work closely with other members of the Project.

- m) Any other work assigned by the Project Director from time to time.

### **Essential qualifications:**

Post Graduate degree in Rural Development, Sociology, Agriculture, Horticulture or Fisheries, MBA in Rural Management. Preference will be given to person having IRMA/XIMB/TISS background.

### **Skills & Attributes:**

- Excellent understanding of Rural Development, livelihoods, gender and equity issues.
- Excellent training, presentation and facilitation skills.
- Excellent participatory planning and rural appraisal schemes.
- Ability to monitor, analyze and document the activities.
- Willing to travel extensively in Project Districts.
- Ability to work effectively as a member of multidisciplinary teams.
- Ability to work closely and effectively with Government and NGOs and World Bank.

### **Work Experiences:**

Person with minimum 10 years experience in community mobilization and local level institutional analysis and development with special emphasis of working with poor and vulnerable marginalized small farmers, tribal, women as well as PRI s. Experience of working in World Bank or other externally aided project is a plus.

## **Remunerations:**

Negotiable

## **02.Economist and Evaluation Expert**

### **Job responsibility:**

- a) The person will head the Monitoring, Learning & Evaluation Unit.
- b) He/She shall spearhead the development of the proposed Project Monitoring System (including process monitoring , community based monitoring , social accountability mechanisms.)
- c) He/She shall be involved in designing the monitoring ,learning and evaluation systems. He/She shall ensure creation of internal project monitoring and evaluation systems integrating financial, physical and process monitoring.
- d) He/She shall be responsible for developing a comprehensive GIS based data base on tank irrigation in the state (including relevant technical, social and economic parameter) and development of an appropriate MIS frame work.
- e) He/She shall support the building of capacity in the project area to carry out participatory and conventional monitoring and evaluation.
- f) He/She shall initiate and support special studies to evaluate specific aspects of project performance.
- g) He/She shall assist in the preparation of reports for consultancy support to the project.
- h) He/She shall ensure production of monthly and quarterly monitoring reports.
- i) He/She shall facilitate external monitoring.
- j) He/She shall contribute towards the dissemination of project learning and experience.
- k) He/She shall ensure that information and analysis necessary for management and decision making is routinely provided at all levels.
- l) He/She shall ensure that selected implementation processes, innovations and outcomes are documented and disseminated. Also project evaluation and impact assessment mechanisms are established.
- m) He/She shall ensure that Progress reports are regularly produced and distributed.
- n) He/She shall be responsible for preparation of ToRs for all independent studies

or consultancies to be under taken for monitoring and evaluation.

- o) The person shall be responsible to the Project Director, OCTDMS and work closely with other members of the Project and State Level Project Teams.
- p) Any other work as assigned by the Project Director from time to time.

**Essential qualification:**

Master degree in Rural Management /Economics/Agricultural Economics.

**Skills and Attributes:**

- Good understanding of general issues in rural development.
- Possess high integrity, maturity, excellent presentation skills and drafting ability.
- Excellent participatory planning and rural appraisal skills.
- Ability to monitor, analyse and document the outcomes and activities.
- Knowledge of computer applications.
- Willing to travel extensively in Project Districts.
- Ability to work effectively as a member of multi disciplinary teams.

**Essential Work Experience:**

- a. The person with knowledge and experience of developing and implementing monitoring and evaluation system of large-scale development projects in India.
- b. Experience of working in World Bank or other Externally Aided Project is a plus.
- c. At least 5 years of experience in the managerial capacity, sound knowledge of Monitoring and Evaluation issues.
- d. Should have Excellent presentation skills and drafting ability; knowledge of Orissa's culture, developmental priorities is an advantage.

## **Remuneration:**

Negotiable

### **03. Financial Management and Procurement Expert**

#### **Job description**

- a) He/She will assist the Project Finance Officer (Under Secretary/Deputy Secretary) posted in this project.
- b) He/She shall play a leading role in developing, holistic district level quarterly and annual capacity building work plan.
- c) He/She will ensure that all procurement and financial management issues are dealt with as per Bank guidelines.
- d) The immediate job of the person will be to prepare Financial Management Manual / Financial Rule for the Society.
- e) He/She shall be responsible for preparation of a detailed procurement plan for the first 18 months of the project.
- f) He/She shall liaise with the World Bank financial management and procurement Specialists during project preparation.
- g) He/She shall assist in preparation of the Community Procurement guidelines.
- h) He/She shall establish and maintain effective financial flow mechanisms with key stakeholders between all levels of operation.
- i) He/She shall establish effective budget monitoring mechanisms at all levels of operation.
- j) He/She shall liaise with the Project Implementation Teams, District Administration, Government and NGOs in finance related matters.
- k) He/She shall guide project implantation teams to manage financial issues infectively
- l) He/She shall ensure monitoring of inventory for all the materials including consumables and recording in related books of accounts.
- m) He/She shall coordinate & support state level workshops, meetings and seminars etc. related to financial procedure.
- n) He/She shall ensure establishment and operation of financial MIS for OCTDMS.
- o) He/She shall capable of handling Project Financial Monitoring and Budget vrs. Expenditure analysis.

- p) He/She should possess excellent presentation skills and drafting ability.
- q) He shall be responsible to the Project Director, Orissa Community Tank Development and Management Society and work closely with other members of the Project.
- r) Any other work assigned by the Project Director from time to time.

**Essential qualification:**

CA, ICWA, MBA (Fin) or equivalent with background as procurement expert.

**Skills and Attributes:**

- Person with in-depth knowledge and experience in financial management and procurement aspects.
- Good understanding of general issues in rural development.
- Excellent training, presentation and facilitation skills related to finance.
- Excellent participatory planning and rural appraisal skills.
- Knowledge of computer application.
- Ability to monitor, analyse and document the activities .
- Willing to travel extensively in Project Districts.
- Ability to work effectively as a member of multi disciplinary teams.
- Ability to work closely and effectively with Government and NGOs.

**Essential Work Experience:**

- (a) At least 5 years of experience in the managerial capacity in similar jobs.
- (b) Sound knowledge of Financial Management and procurement issues.
- (c) Strong familiarity in working with financial tools and software.
- (d) Previous experience of working with World Bank aided project is a plus.
- (e) Previous experience and a procurement specialist.

**Remuneration:**

Negotiable

## **JOB APPLICATION FORM**

POST APPLIED FOR \_\_\_\_\_(Sl.No.)

Passport size  
recent  
Photograph.

1. Name (In full Block letters)\_\_\_\_\_
2. Address:

a) Present:

b) Permanent:

c) Present place of posting(if any)

3. Date of birth (attach proof)

4. Marital status:

5. (a) Name and address of Father \_\_\_\_\_  
(Address of Father  
with any occupation or  
key position held)

(b) Name of Mother  
(Specify if she holds any position)

6. Educational Qualification

Examination	Institution/Universities	Specialization Degree/Diploma	Year of Passing	Division & % of Marks
H.S.C.				
Graduation				
Post Graduation				
Prof.Qualification				
Others(If any)				

7. History of Employment (Provide details of all positions held)

Organisation	Designation	Key responsibilities	Period/Year

8. Other experiences (If any)

9. Computer literacy (Provide details of computer skills, experiences & qualifications)

10. Medical history (Give details of physical/mental disabilities & serious ailments if any)

11. Willingness to serve & travel in backward districts of Orissa.

12. Languages known: ( Use  $\surd$  mark)

Languages	Read	Write	Speak
Oriya			
English			
Hindi			
Others			

13. Attach a resume within 200 words why you are suitable for the post applied by you.

14. Expected monthly emoluments(mention facilities included )

15. Reference of Two persons to whom you have reported professionally in recent past.

(i)

(ii)

16. Any other elaboration, which you feel to write or mention about you.

**Signature of the Applicant**

**Place**

**Date:**