

INVITING APPLICATION FOR INTERVIEW

SEWAK, Sundargarh (an NGO) is inviting Applications for the OFSDP Phase-II Project for Sundargarh and Bargaon Forest Management Unit (FMU). Suitable candidates with the following qualification can send/submit their updated resume/CVs before 30th July, 2021 at the below mentioned address or online. After verification, suitable candidates will be invited to attend the Interview. Details of the posts are:

Designation	Qualification & Experience	No of Post / Salary
Team Leader (Sundargarh FMU)	Post Graduate in Rural Development/ Forestry/Rural Management/ Agriculture/ Social work/ Sociology Experience: 10 years Of relevant work experience with at least 5 years of work experience in rural areas for rural dev. And livelihood project. Minimum 3 years of experience as Team Leader/Project Coordinator	01 post Salary @Rs 30000/- P.M.
Development Officer-Community Mobilization (Bargaon FMU)	Graduate/bachelor degree in Rural Development/Rural Management/ Sociology/ Social work/ Agriculture/ Forestry/ Environmental Sciences Experience: Minimum 5 years of relevant work experience in rural areas	01 post Salary @Rs 25000/- P.M.

At: SEWAK Complex, Rangiamunda, PO. Tangarpali

VIA. Ujalpur, Dist.: Sundargarh PIN.770011

Email: sewaksundargarh@sewakodisha.org

Website: www.sewakodisha.org

Phone: 9348797645/8917671845/8249990916

S l.	Position	Key responsibilities	Qualification – essential	Qualification desirable
1	Team Leader	<ul style="list-style-type: none"> • Team management, coordination with DMU and FMU and VSSs/EDCs/SHGs. • Coordination with different stakeholders, networking, building linkages with different Line Departments, Financial and Market Agencies. • Planning, implementation, monitoring and reporting of project activities in the target villages. • Micro-planning, Annual Planning, Convergence Planning at the VSS and EDC level with the help of team members. • Planning and execution of Institutional Capacity Building – VSSs, EDCs and SHGs. • Planning and execution of livelihood enhancement activities. • Assistance to FMU and VSSs and EDCs in implementation of afforestation and farm forestry activities. • Build capacity of the Animators and guide them to work efficiently and effectively. • Assistance to DMU and FMU in organisation of workshops of leaders of VSSs and EDCs. • Assistance to FMU in organisation of social audits. 	<ul style="list-style-type: none"> • Post-Graduate degree in Rural Development, Forestry, Rural Management, Agriculture, Social Works, Sociology, Plant Sciences, Environmental Sciences or allied areas. • 10 years of relevant work experiences with at least 5 years of work experience in rural areas for rural development and livelihood projects. • Minimum 3 years of experience as Team Leader / Project Coordinator of a project overseeing programmes and programme support/ operations. • Proficiency in reading, writing and speaking of Odia and English languages. • Proficiency in MS Office. • Strong networking, communication and facilitation skills. 	<ul style="list-style-type: none"> • Work experience in participatory forestry and biodiversity conservation projects. • Experience of working with the Projects implemented by the Government. • Demonstrated managerial/ leadership abilities. • Work experience in the same geography/ district.

2	Development Officer - Community Development and Livelihoods	<ul style="list-style-type: none"> • Community mobilisation, re-organisation of VSSs, EDCs and - SHGs, formation of new SHGs etc. • Key role in preparation of micro plan and annual plan by the VSSs and EDCs. • Orientation and training of VSSs, EDCs, Animators, SHGs on institution development. • Assistance in mass awareness generation among the members of VSSs, EDCs and SHGs to enhance their participation in the project activities. • Assistance to FMU, VSSs, EDCs and SHGs in implementation of different project activities. • Business/IGA planning with SHGs and assistance to the SHGs in implementation of IGAs. • Assistance to VSSs and EDCs in revolving fund management. • Building linkages between SHGs and financial institutions, market, schemes of the Government. • Assistance to VSSs and EDCs and Animators in organisations of routine meetings, record maintenance, fund management, fund raising etc. • Facilitation of social audits at the VSS and EDC level. • Preparation of reports on project activities. • Participation in review meetings at the FMU as well as DMU level. 	<ul style="list-style-type: none"> • Graduate/Bachelor degree in Rural Development, Rural Management, Agriculture, Social Works, Social Sciences or allied areas. • 5 years of relevant work experiences in rural areas for rural development and livelihood projects. • Strong training, facilitation and communication skills. • Proficiency in reading, writing and speaking of Odia and English languages. • Proficiency in MS Office. 	<ul style="list-style-type: none"> • Experience of working with the Livelihood Projects implemented by the Government. • Demonstrated experience of working with SHGs and Producer Groups for livelihood improvement, enterprise development activities. • Work experience in the same geography/district.
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