

Invitation for Application

SEWAK, Sundargarh invites applications for vacant positions under the **OFSDP-II PNGO Project**, Sundargarh DMU. Interested candidates can send their applications via email or post by 30th January 2025. Only shortlisted candidates will be called for an interview.

Post	Qualification	No. of Post	Salary/PM
Team Leader	PG in Rural Development/ Rural Management/Social Work/Forestry/Agriculture/ Sociology or allied areas with 10 years of relevant work experience with at least 5 years off work experience in rural areas for rural dev. And livelihood project.	02	30000/-
Development Officer	Graduate/Bachelor degree in Forestry, Agriculture, Environmental Sciences, Rural Management Or allied areas Social Works, Social Sciences or allied areas with 5 years experience	03 (NRM-2, Livelihood-1)	25000/-

For details, please contact in the following address (contact between the office hours-Monday to Saturday (10.00am to 5.00pm)
At-SEWAK Complex, Rangiamunda, Po- Tangarpali, Dist-Sundargarh,
Pin-770011 (Odisha), Phone: 9348797645//8917671845
Email: sewaksundargarh@sewakodisha.org
Visit us at: www.sewakodisha.org

Place of Posting:

Sadar DMU (Sundargarh Forest Division)

No. of Vacancy

- Team Leader: 02
- Development Officer (NRM & Climate Change)- 02
- Development Officer (Livelihood & Institutional Building)-01

Required Qualifications & Experience

Team Leader

PG in Rural Development/Rural Management/Social Work/Forestry/Agriculture/Sociology or allied areas with 10 years of relevant work experience with at least 5 years off work experience in rural areas for rural dev. And livelihood project.

Development Officer ((NRM, Farm Forestry & Institutional Linkages)

Graduate/Bachelor degree in Forestry, Agriculture, Environmental Sciences, Plant Sciences, Rural Management Or allied areas with 5 years' experience

Development Officer (Community Development & Livelihood)

Graduate/bachelor's degree in Rural Development, Rural Management, Agriculture, Social Works, Social Sciences or allied areas with 5 years' experience.

Job Description for the post of “Team Leader” as follows

- ❖ Team management, coordination with DMU and FMU and VSS/EDCs.
- ❖ Coordination with different stakeholders, networking, building linkages with different Line department, 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 organization of workshops of leaders of VSSs and EDCs.
- ❖ Assistance to FMU in organization of social audits.

Job description of “Development Officer” (Community Development and Livelihood) is as follows:

- ❖ Community mobilization, reorganization 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, and 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 assistant to the SHGs implementation of IGAs.
- ❖ Assistance to VSSs and EDCs in revolving fund management.
- ❖ Building linkages between SHGs and financial institutions, market, scheme of the Government.
- ❖ Assistance to VSSs and EDCs and Animators in organizations 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.

Job description of “Development Officer” (NRM, Farm Forestry & Institutional Linkages) is as follows:

- ❖ Community mobilization, reorganization of VSSs, EDCs.
- ❖ Assistance in preparation of micro plan and annual plan by the VSSs and EDCs.
- ❖ Orientation and training of VSSs, EDCs, Animators, and SHGs on participatory forest management, sustainable harvesting of NTFPs, farm forestry etc.
- ❖ Assistance to FMU, VSSs, EDCs and SHGs in implementation of afforestation, farm forestry, agro-forestry, NTFP plantations, soil and water conservation etc.
- ❖ Assistance to FMU and EDCs for implementation of eco development activities including biodiversity conservation.
- ❖ Convergence planning and building interface with PRIs, Line Department, and Private Sector Agencies for implementation of different activities in the VSSs and EDCs.
- ❖ Assistance to other team members in business/IGA planning and implementation of IGAs.
- ❖ Assistance to VSSs and EDCs, and Animators in organizations of routine meetings, record maintenance, fund management, fund raising etc.
- ❖ Facilitate the process of information and experience sharing among VSSs, EDCs and SHGs at the FMU level.
- ❖ Facilitation of exposure visits for the VSSs, EDCs and SHGs.
- ❖ Facilitation of federation building process among the VSSs and EDCs
- ❖ Preparation of reports on project activities.
- ❖ Participation in review meetings at the FMU as well as DMU level.

Salary/PM

Team Leader:

Salary (CTC): Rs 30000/-

FTA: Rs 1000/-

Mobile & Internet Allowances: 600/-

Development Officer ((NRM, Farm Forestry & Institutional Linkages)

Salary (CTC) Rs 25000/-

FTA: Rs 1000/-

Mobile & Internet Allowances: 550/-

Development Officer (Community Development & Livelihood)

Salary (CTC): Rs 25000/-

FTA: Rs 1000/-

Mobile & Internet Allowances: 550/-

Here are the steps to apply for the position at SEWAK:

Prepare Your Documents:

- Update your resume.
- Gather copies of your qualification certificates and experience certificates.
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Choose Your Application Method:

Email: Send your resume and all required documents to sewaksundargarh@sewakodisha.org.

By Post: Mail your documents to: SEWAK Complex, Rangiamunda, Po-Tangarpali,
Dist-Sundargarh, PIN-770011 (Odisha)

Online: Visit <https://www.sewakodisha.org/career/project-lead/> to fill out the online application form.

Make sure to double-check that all documents are included and correctly addressed, regardless of the method you choose. Good luck with your application!

NB:It's important to keep in mind that only shortlisted candidates will be invited for an interview after submitting their applications. Ensure that your application is well-prepared to improve your chances of being shortlisted. If you have any additional questions or need further assistance regarding the application process, feel free to ask!

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Monday to Saturday (10.00am to 5.00pm)***

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**Director (HR & Finance)
SEWAK
Rangiamunda, Sundargarh**