

WALK-IN-INTERVIEW

SEWAK, Sundargarh is inviting applications for a Walk-in Interview for the following vacant post within the **TARGETED INTERVENTION (TI) Project** at Rourkela, Sundargarh.

Post Name: M & E cum Accountant

Number of Posts: 01

Qualification:

- Graduate in Economics / Mathematics / Statistics / Commerce
- Computer proficiency with Tally knowledge

Job Description:

The M & E cum Accountant will be responsible for a range of tasks including, but not limited to:

- **Financial Record Keeping:**
 - Maintain Cash Book, Ledger, Advance Register, and Salary Register on a regular basis at the project level.
 - Prepare and submit Statements of Expenditure (SOEs) to the Project Manager (PM) and Project Director (PD).
- **Data Management & Analysis:**
 - Computerize outreach, clinical, and project-level data on a daily basis.
 - Conduct continuous analysis of data and provide analytical reports for weekly and monthly reviews.
 - Identify potential problems in reported data to improve data quality.
 - Conduct field visits (approximately 8-10 days per month) for data quality assurance and to provide handholding support to the outreach team on MIS formats.
 - Individually track High-Risk Groups (HRGs) for project services.
 - Timely submission of monthly program performance data in SIMS/CMIS or other reporting formats.
 - Compile field-level information for operational reports as required by the State AIDS Control Society (SACS).
- **Reporting & Coordination:**
 - Liaise with SACS and TSU teams for program performance reporting.
 - Provide data/information required for report preparation.
 - Assist in the preparation, writing, and editing of all reports required by SACS or the TI project (e.g., Annual Report, Field Study Reports, Event reports).
 - Report to the Project Manager of the TI project.
 - Travel to project areas/hotspots for purposes related to TI program implementation, including working with Project Staff/Outreach Workers and interacting with HRGs to ensure quality data capture.

Salary: ₹16,000/- per month

Walk-in Interview Details:

Date: 17th October 2025

Time: Please report for the interview by 10.30 AM.

Venue: SEWAK Office SEWAK Complex, Rangiamunda Po- Tangarpali, Dist.-Sundargarh Pin-770011 (Odisha)

Contact Information for Details:

Office Hours: Monday to Saturday (10:00 AM to 5:00 PM)

Email: sewaksundargarh@sewakodisha.org

Website: www.sewakodisha.org

Phone: 9348797645 / 8144280458

Interested candidates are requested to attend the walk-in interview with their relevant documents.

N.Upadhyay
Director-HR & FINANCE