



**OFFICE OF THE DIVISIONAL FOREST OFFICER-CUM-DMU CHIEF
ATHMALLIK FOREST DIVISION (T), AT/PO: ATHMALLIK, ANGUL, 759125.**



Odisha Forestry Sector Development Project, Phase-II

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CONTRACTUAL ENGAGEMENT OF FMU COORDINATOR (TRAINING & PROCESS DOCUMENTATION) FOR ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT, PHASE-II

Divisional Forest Officer-cum-DMU Chief, Athmallik invites application from suitable candidates for the following position at FMU (Forest Range), under Athmallik Forest Division for working under Odisha Forestry Sector Development Project, Phase-II.

Division	Name of the FMU	Name of the Post	Vacancy
Athmallik Forest Division	Madhapur	FMU Coordinator (Training & Process Documentation)	01

Interested candidates may obtain Terms of Reference and the Application Form from O/o, the Divisional Forest Officer-cum-DMU Chief, Athmallik during office hours or may download from the website i.e. www.ofsdp.org. Filled in application complete in all Respect along with Bank Draft or Rs.500/- in favour of Divisional Forest Officer, Athmallik should reach the O/o the Divisional Forest Officer-cum-DMU Chief, Athmallik on or before 4.00 PM on 20.10.2022.


DFO-Cum-DMU Chief, OFSDP-II

✓ Athmallik Forest Division

Job Description & Eligibility Criteria are as below:

FMU Coordinator (Training & Process Documentation) in Madhapur FMU of Athmallik DMU.	He/ She will: Assist FMU Chief/Assistant FMU Chief in Annual Plan & Implementation at <u>VSS Level</u> Execute Capacity Building Plan, Gender Mainstreaming plan, Assist development partnership & Network for IGAs, act as resource person for all Institutional Capacity Building Monitoring & reporting and Coordinate with VSS and other Stakeholders in their Capacity building. He /She will also assist and take active steps in reporting, documentation and publicity.	Essential Qualification: Graduate in any Discipline (with more than 45% in aggregate in qualifying exam Desirable Qualification: Post Graduate / MBA in any discipline. Essential experience: 3 years' experience in the field of Training & Process Documentation in respect of Micro Planning, Natural Resource Management, community-based institution building Livelihood Support Activities. Desired Experience: Experience in implementing Govt Projects / Externally Aided Project for more than 1 year.
Monthly Remuneration	Rs. 25000/- per month (consolidated)	


DFO-Cum-DMU Chief, Athmallik

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