



ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY
SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 029
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**CONTRACTUAL ENGAGEMENT FOR THE POSTS IN
AMA JANGALA YOJANA CELL**

OFSDS requires the services of the following personnel for working in the Ama Jangala Yojana Cell (AJY Cell):

1. Subject Matter Specialist (Implementation, Monitoring and Evaluation) (one number)
2. Subject Matter Specialist (Convergence and Livelihood) (one number)
3. Subject Matter Specialist (Training and Publicity) (one number)
4. System Manager, AJY (one number)
5. Accounts Manager, AJY (one number)

The posts at serial numbers 1, 2, 3 and 5 are also open to the retired eligible forest officers/ retired eligible Accounts staff.

Interested candidates may download Terms of Reference from OFSDS, SFTRI Campus, At/Po: Ghatikia, Bhubaneswar-751029 from OFSDP website: <http://www.ofsds.in/careers.php/>. The applications are to be **filled in on line**, printed on A-4 size paper and submitted by hand or by post in a sealed envelope super- scribed “for the Post of _____” and addressed to The Additional PCCF and Project Director, OFSDS along with Bank Draft of Rs. 500/- only for each post separately. The last Date for online filing up of the application form is on or before 07.05.2018. The last date for receipt of application with bank draft by hand or post is 15.05.2018 by 3.30 PM.

Deputy Project director (A&F)



AJY Cell, AMA JUNGALA
YOJANA
ODISHA FORESTRY SECTOR DEVELOPMENT
SOCIETY,
SFTRI Campus, Ghatikia, Bhubaneswar - 751029



TERMS OF REFERENCE

Application for Contractual Appointment to the post of

01. *Subject Matter Specialist - (Implementation, Monitoring & Evaluation)
02. *Subject Matter Specialist - (Convergence & Livelihoods)
03. *Subject Matter Specialist - (Training and Publicity)
04. *System Manager, AJY
05. *Accounts Manager, AJY

Note : * (Tick whichever is applicable and apply separately for each post. Bank Draft is to be attached for each post applied)

01. Last date of On line Filing of Application is : 07.05.2018
02. Last date of Filing Application complete with Bank Draft by hand or by post is : 15.05.2018 by 3:30 pm

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Project Brief and Vacancy Position:

Ama Jangala Yojana is an endeavour of the Government of Odisha, Forest & Environment Department, being implemented through AJY Cell under Odisha Forestry Sector Development Society to promote sustainable forest management in the state with emphasis on livelihood support for the communities living in the forest fringe villages in VSS mode. Under AJY scheme, it is envisaged to strengthen the community based initiative for protection of the forest and creation of alternate livelihood opportunities to reduce pressure on forest. The objectives of AJY are to conserve and restore degraded forests with active engagement of communities living in the forest fringe by developing their skills through capacity building and creation of alternate livelihood opportunities. This would arrest further degradation of forests and the alternate livelihood opportunity would reduce their dependence on forests and thereby reduce pressure on forest.

During the implementation of the Ama Jangala Yojana Scheme services of technical personnel are required. Hence, the Society invites applications for contractual engagement to the following positions at the Ama Jangala Yojana Cell (AJY Cell), OFSDS, Ghatikia, Bhubaneswar with jurisdiction over the entire State:

S. No.	Name of the Post	No. of Vacancy
1	Subject Matter Specialist (Implementation, Monitoring and Evaluation)	One
2.	Subject Matter Specialist (Training and Publicity)	One
3.	Subject Matter Specialist (Convergence and Livelihood)	One
4.	Systems Manager, AJY	One
5.	Accounts Manager	One

Interested candidates may download Terms of Reference from OFSDS, SFTRI Campus, At/Po: Ghatikia, Bhubaneswar-751029 from OFSDP website: <http://www.ofsds.in/careers.php/>. The applications are to be **filled in on line**, printed on A-4 size paper and submitted by hand or by post in a sealed envelope super- scribed “for the Post of _____” and addressed to The Additional PCCF and Project Director, OFSDS along with Bank Draft of Rs. 500/- only for each post separately. The last Date for online filing up of the application form is on or before 07.05.2018. The last date for receipt of application with bank draft by hand or post is 15.05.2018 by 3.30 PM. One person can apply for more than one post. **Each Application must be accompanied with a Bank Draft for an amount of Rs. 500/- (Rs. Five Hundred) only drawn on any Nationalized Bank in favour of “PD, OFSDS and PCCF, Projects- AJY (State Plan)”**.

The Application for Subject Matter Specialist is open for the retired forest officers not below the rank of Deputy Conservator of Forests or Divisional Forest Officer. Similarly, for the Post of Accounts Manager, persons retiring from the post of Section Officer Accounts/ Senior Accountant

may also apply. The applications received after last date shall not be entertained. This office will not be responsible for any postal delay. The Project authorities reserve the right to reject any application without assigning any reason thereto. **Candidates in employment must enclose NOC from the present employer along with the application form.**

Job description and eligibility criteria for Subject Matter Specialist (IME) is as follows :

Name of the Post	Job Description	Qualification & Experience
Subject Matter Specialist (Implementation, Monitoring and Evaluation- IME).	<ul style="list-style-type: none"> • Will deal with Implementation, Monitoring and Evaluation. • Responsibilities including technical scrutiny of annual work plans received from field units. • Facilitate timely release of funds to DMUs. • Scrutinizing and assessing the financial and technical feasibility of IGA proposed by SHGs through DMUs. • Collect and disseminate information of resource based IGAs to the field units pertaining to marketing for IGA products. • Reviewing and monitoring progress of the implementation. • Compilation of the physical and financial progress submitted by DMUs • Developing the data base for programming, planning and monitoring. • Will monitor the related field activities and tour as and when required • Any other works as may be assigned. 	<p><u>Essential</u></p> <p>a. Post Graduate Degree in Rural Development/ Agriculture/ Forestry, with minimum 7 years of experience of working in Govt & / reputed non-Governmental sector. Age as on date of Application- upto 50 years</p> <p>b. Eligibility Criteria for retired Forest officials-</p> <ul style="list-style-type: none"> ➤ Age between 60 + years to 65 years as on date of application ➤ Graduate in Science/ Agriculture/ Horticulture/ Forestry ➤ With a minimum of 10 years of experience in forest department on Natural Resource Management <p>❖ Previous experience on Planning, Monitoring and Evaluation of programmes / projects is essential for both a & b</p> <p>❖ Knowledge of working in various modules of MS Office Software is essential for both a & b</p> <p><u>Preferable</u></p> <p>Previously may have worked in a project/ program on Natural Resource Management/ Project of other similar nature</p>
Monthly remuneration	For general candidates Rs.50,000/- (Consolidated) For retired forest officers as per latest Finance Department Circular	
* DMU - Division Management Unit, FMU - Field Management Unit.		

Job description and eligibility criteria for Subject Matter Specialist (Publicity and Training) is as follows :

Name of the Post	Job Description	Qualification & Experience
Subject Matter Specialist (Publicity & Training)	<ul style="list-style-type: none"> • Organizing Trainings/ Work-shops/ Seminars for DMUs / FMUs / VSSs in collaboration with Partner NGOs. • Will prepare an annual training calendar for the entire state • Assist in preparation of Training Curriculum • Organize exposure visits for DMUs, FMUs and VSS members. • Conduct post training evaluation • Conduct / Coordinate forest research in the field of ecology / biodiversity / team improvement. • Conduct Awareness building campaign for the project in and around AJY • Produce and deliver regular newsletter of AJY Progress • Produce regular progress report for submitting to the GB, HPC of OFSDS and the Government of Odisha • Set up and Maintain website of AJY Cell in OFSDS • Will monitor the related field activities and tour as and when required • Any other works as may be assigned. 	<p><u>Essential</u></p> <p>a. Post Graduate Degree in Agriculture/Forestry/ Mass Communication / MBA with minimum 7 years of experience in Govt. or non-Governmental sectors related to producing IEC Material on Natural Resource Management. Age as on date of Application upto 50 years</p> <p>b. Eligibility Criteria for retired Forest officials-</p> <ul style="list-style-type: none"> ➤ Age between 60 + years to 65 years as on date of application ➤ Graduate in Science/ Agriculture/ Horticulture/ forestry ➤ With a minimum of 2 years of experience in forest department on Publicity and Training <p>❖ Expertise in designing, planning, execution and monitoring, training modules for officials, community stakeholders and NGO is essential for both (a) and (b).</p> <p>❖ Knowledge of work in various modules of MS Office Software is essential both (a) and (b).</p> <p><u>Preferable</u></p> <p>Previous working experience of at least 4 years out of 7 years in any project/ program related to extension works and training in any project or program run by government/ government undertaking/ non- government organization.</p>
Monthly remuneration	<p>For general candidates Rs.50,000/- (Consolidated)</p> <p>For retired forest officers as per latest Finance Department Circular</p>	
<p>* DMU - Division Management Unit, FMU - Field Management Unit.</p>		

Job description and eligibility criteria for Subject Matter Specialist (Convergence and LLI) is as follows :

Name of the Post	Job Description	Qualification & Experience
Subject Matter Specialist (Convergence and Livelihood)	<ul style="list-style-type: none"> • Assist in Annual Planning and implementation of Livelihood and NTFP based Interventions • Design small business/ enterprise for SHGs for income generation and cluster promotion • Coordinate for inter-sectoral convergence • Design templates, guidelines and manual monitoring and reporting and capacity building in respect of PRA, Microplanning, Livelihood analysis and Income Generation Activities • Coordinating with agencies like TDC, OFDC, ORAMAS • Collect and disseminate information of resource based on IGAs to DMUs and FMUs • Collect and disseminate information of pertaining to marketing for on IGAs to DMUs and FMUs • Develop Guidelines for different IGA activities • Scrutinize and give inputs for improvement of Microplans received from the field • Scrutinize and Assess the financial and technical feasibility of IGA Proposed by SHGs through DMUs • Will monitor the related field activities and tour as and when required • Any other works as may be assigned. 	<p><u>Essential</u></p> <p>a. Post Graduate in Rural Development/ Forestry with a minimum of 7 years of experience of working in Government or non- government sectors. Age upto 50 years as on date of Application</p> <p>b. Eligibility Criteria for retired Forest officials-</p> <ul style="list-style-type: none"> ➤ Age between 60 + years to 65 years as on date of application. ➤ Graduate in Science/ Agriculture/ Horticulture/ forestry ➤ With a minimum of 2 years of experience in forest department on Publicity and Training <p>❖ Knowledge of work in various modules of MS Office Software is essential for both a & b</p> <p><u>Preferable</u></p> <p>Experience of 5 years or more in designing and planning, monitoring activities related to Income generation at state level as well as at grass- root level in any project or program run by government/ government undertaking/ non- government organization</p> <p>Not applicable for retired Forest Officials</p>
Monthly remuneration	<p>For general candidates Rs.50,000/- (Consolidated)</p> <p>For retired forest officers as per latest Finance Department Circular</p>	

* DMU - Division Management Unit, FMU - Field Management Unit.

Job description and eligibility criteria for System Manager is as follows :

Name of the Post	Job Description	Qualification & Experience
System Manager	<ul style="list-style-type: none"> ➤ Assist PCCF, Project and PD, OFSDS; APD and DPD (A & F). ➤ Maintain systems equipment and networks, system administrator, MIS operation at all levels – PMU, DMU and FMU. ➤ Computer generated analytical MIS reports, website and digital repository, software inventory & maintenance. ➤ Coordinate with SPMs/DPDs and other stakeholders. ➤ Assist APD/DPD in logistics and protocols; O&M of Vehicles, Office, Equipment, Security, Store, Organizing meetings and Office events. ➤ Will monitor the related field activities and tour as and when required ➤ Any other works as may be assigned. 	<p>Essential</p> <p>Bachelor of / Science with PGDCA and working knowledge of Visual Basic and MS Word, PPT, Access in MS Office</p> <p>Experience</p> <p>Minimum 7 years of experience in Maintenance of LAN / MIS/ Office systems</p> <p>Preferable</p> <p>Additional Knowledge on Maintenance of office systems and equipment</p> <p>Knowledge of other softwares and working in program and projects related to government/ government undertakings/ non government organizations</p>
Monthly remuneration	Rs.30,000/- (Consolidated)	

Job description and eligibility criteria for Accounts Manager is as follows :

Name of the Post	Job Description	Qualification & Experience
Accounts Manager	<ul style="list-style-type: none"> ➤ Assist DPD, ensure timely budget/ releases, utilization, SOEs / Claims and Taxes. ➤ Manage the maintenance of account in TALLY Platform ➤ Reconciliation of funds. ➤ Facilitate & assist audits. ➤ Supervise Accounts. ➤ Ensure the expenditure is within the cost norms ➤ Timely collection and deposits of statutory taxes ➤ Will monitor the related field activities and tour as and when required ➤ Any other works as may be assigned. 	<p>Essential</p> <p>CA – Inter with sound knowledge in Computers especially TALLY and MS office etc.</p> <p>Experience</p> <p>At least 5 years of experience of working in government &/ non government organization with double entry system of Accounts</p> <p>Preferable</p> <p>Additional experience of Auditing the Accounts of Government/ Government/ undertaking/ Society & working in projects of other similar nature</p>
Monthly remuneration	Rs.35,000/- (Consolidated)	