

Advertisement for the post of State Project Officers and District Project Officers

OSDMA is going to implement the National Disaster Management Authority (NDMA), Government of India scheme on "Strengthening State Disaster Management Authority (SDMA) and District Disaster Management Authority (DDMA). The objective of the scheme is to improve the effectiveness of SDMA and DDMA and making them functionally operational by providing financial support for dedicated disaster management professional at SDMA/DDMA for taking up measures for the prevention, mitigation, preparedness and capacity building activities to deal with the disaster situation.

M/S Tej Raj & Pal Chartered Accountants (TRP) has been engaged by OSDMA for recruitment of State Project Officers (SPOs) and District Project Officers (DPOs) through the selection process under the above mentioned NDMA scheme and SDRF for strengthening SDMA and DDMA.

Applications are invited from eligible candidates for filling up the following posts on temporary and project basis with monthly remuneration as noted against each post.

| Sl. No. | Name of the Post | No of Posts | Maximum Age as on 30.04.2016 | Monthly consolidated Remuneration (in Rs.) | Place of Work |
|---------|--------------------------------|-------------|------------------------------|--|------------------|
| 1. | State Project Officer (SPO) | 03 | 45 years | 50,000/- | OSDMA |
| 2. | District Project Officer (DPO) | 30 | 45 years | 40,000/- | Districts (DDMA) |

Eligibility Criteria:

State Project Officer:

1. Qualification: The candidate must have Post Graduate/ Master's degree in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline. All the qualifications must be from any recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage.
2. Experience: The candidate must have 7 years of post qualification experience in Disaster Management / social/development sector. Working experience in Government System with similar nature of jobs would be an advantage.
3. The candidate should have good working knowledge in English and Odia in writing and speaking. The candidate must have Outstanding communication, documentation, presentation and organizational and management skills
4. The candidate should possess knowledge in the use of computers and office software packages (MS Word, Excel, and Power Point, etc.).

District Project Officer:

1. Qualification: The candidate must have Post Graduate/ Master's degree in any discipline, preferably in Social Sciences/ Rural Development/ Disaster Management/ Social Works or related discipline. All the qualifications must be from any recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage.
2. Experience: The candidate must have 5 years of post qualification experience in Disaster Management / social/development sector. Working experience in Government System with similar nature of jobs would be an advantage.
3. The candidate should have good working knowledge in English and Odia both in communication and documentation. The candidate must have Outstanding communication, documentation, presentation and organizational and management skills.
4. The candidate should possess knowledge in the use of computers and office software packages, (MS Word, Excel, and Power Point, etc.).

General information and Instructions:

- i. The above positions are purely temporary in nature and co-terminus with the scheme.
- ii. Women candidates are encouraged to apply.
- iii. Details of Application format and Terms of Reference for the positions are available in the website: www.tejrajpal.org and www.osdma.org
- iv. Interested candidates fulfilling the eligibility criteria as mentioned above may send their applications as per the prescribed format given in the website to **Tej Raj & Pal, Chartered Accountants**, Plot no. 1278/2256/4294, Govinda Prasad, Bomikhal, Behind Ekamra Talkies, Bhubaneswar - 751010, Ph: 0674 6509998 on or before 13/05/2016 through ***speed post only***. The application should be duly signed by the candidate along with self attested copies of all supportive documents.
- v. The application shall not be received in any means other than the speed post. On-line application or submission of application in person is not allowed. The recruiting firm will not be responsible for any delay/ missing applications through post. The application received after due date shall summarily be rejected.
- vi. Applications must be sent in sealed envelope containing application and supporting documents with the following superscription "Application for the position of ----- ---".
- vii. Self attested photocopies of all mark sheets, certificates, photographs, documents of relevant experience and other testimonials should be attached with the application form. Submission of any document in later stage shall not be entertained.
- viii. In case the marks obtained are in the form of CGPA, OGPA, DGPA, GPA, CPI etc., a certificate for conversion as applicable to percentage of marks shall be submitted at the time of submission of application form.

- ix. Applicants interested in applying for more than one position can do so by sending applications separately for individual position quoting the position applied on the top of the envelope.
- x. Candidates are required to visit the above mentioned website at regular intervals for any notification, updates, results etc. relating to recruitment.
- xi. Candidates will be selected on the basis of selection process. Only shortlisted candidates will be called for participation in the selection process. The list of short listed candidates will be published in TRP and OSDMA website. The shortlisted candidates will be intimated through e- mail only.
- xii. The shortlisted candidates should bring their original identity Proof (Voter ID/ PAN/ Driving License/ Adhar Card) while appearing the written and interview test.
- xiii. Over age, under qualification, short of requisite information and experience in the application form shall be rejected.
- xiv. No travel and other cost will be provided to the candidates for attending the written test and interview .
- xv. The contract will be for a period of one year and may be extended on the basis of performance and/ or as per the project guidelines.
- xvi. Canvassing in any form will render the candidate disqualified for the position.
- xvii. The authority reserves the right to accept or reject any/all applications without assigning any reason thereof.

Selection Procedure

- The candidates fulfilling the eligibility criteria as per advertisement will be taken into consideration.
- All eligible candidates will be shortlisted based on the applicant's career marks and relevant experience.
- Only shortlisted candidates would be called for the written test and interview.
- The final merit list will be prepared on the basis of total marks secured in the written test & interview.
- The selected candidates will be engaged by OSDMA on temporary basis, initially for one year and may be extended further subject to satisfactory performance.
- Original certificates/mark sheet/documents/other testimonials will be verified during interview.

Terms of Reference of State Project Officer

Job description:

The State Project Officer will work in Odisha State Disaster Management Authority (OSDMA) under supervision of Project Nodal Officer/Managing Director for Strengthening of State Disaster Management Authority (SDMA) and Capacity Building on Disaster Management. She/he will be responsible for:

1. Overall coordination of Project activities; ensuring timely collection, coordination and dissemination of all information / instructions from and to district level;
2. Assist OSDMA for Preparation, updation & review of State Disaster Management Plan (SDMP) in state as per NDMA guideline. Coordinate with other state government departments and provide support if required for preparation of SDMP.
3. Assist OSDMA for Hazard Risk and Vulnerability Assessment study of the state.
4. Assist OSDMA for Preparation of disaster management plan of departments as per the Disaster Management Act.
5. Coordinate with various organizations for conducting mock drills at different levels.
6. Assist OSDMA in different disaster management activities and programme for disaster risk reduction.
7. Coordination of physical activities and financial management; support facilitation for execution of all paper works relating to the Project and furnish progress reports.
8. Ensure effective utilization of grants received under the project.
9. Facilitate and participate in the periodic review meetings of District project officers and discussions related to project implementation, monitoring and follow-up;
10. Undertake review meetings and field visits to track progress made in implementation of the project and take corrective action as required;
11. providing guidelines and formats for different activities to be undertaken by the district project officers and other stakeholders.
12. Identify capacity development needs for the disaster management and arrange for necessary training.
13. Lead the team of District Project Officers and guide them in implementing project activities to achieve the overall objective of the project;
14. Preparation of agenda and proceedings of all meetings and its communication to all quarters
15. Any other work assigned by OSDMA from time to time

Age: Maximum age for the candidate for SPOs shall be 45 years as on 30.04.2016.

Remuneration: The consolidated remuneration of the State Project Officer shall be Rs.50,000/- per month. Travel expenses would be paid on actual as per government norms for outstation travels.

Period of engagement:

1. The SPO shall be engaged by OSDMA on purely temporary and project basis and the post is co-terminus with the project.
2. The initial period of engagement will be for one year and may be extended further subject to the satisfactory performance.
3. Authority reserves the right to shorten the duration for unsatisfactory performances.
4. One month prior notice would be given for disengagement from the engagement.
5. One month prior notice is also required, if the candidate wants to leave the assignment.

Place of Working: OSDMA, 9th floor, Rajiv Bhawan, Unit-V, Bhubaneswar.

Qualification:

1. The candidate must have Post Graduate/ Master's degree in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline.
2. All the qualifications must be from recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage.

Experience:

1. The candidate must have at least 7 years of post qualification experience in social and development Programmmes /projects
2. Experience of working with Central and/or State Governments/ Govt. projects in similar assignments will be preferred.

Skill:

1. The candidate should have good working knowledge in English and Odia in writing and speaking.
2. The candidate must have Outstanding communication, documentation, presentation and organizational and management skills.
3. The candidate should possess knowledge in the use of computers and office software packages, (MS Word, Excel, and Power Point, etc.).
4. Ability to prepare comprehensive reports and other communication material for providing progress updates;
5. Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
6. Speak and write clearly and effectively; correctly interpret messages from others and respond appropriately; demonstrate openness in sharing information and keeping people informed.
7. Should be physically and mentally fit to work in disaster situations. He/ she will be liable to serve anywhere in the state for project implementation.

Terms of Reference for District Project Officer

Job description:

The District Project Officer will work in Odisha State Disaster Management Authority (OSDMA) under supervision of State Project Officer/Project Nodal Officer/Managing Director for Strengthening of District Disaster Management Authority(SDMA) and Capacity Building on Disaster Management. She/he will be responsible for:

1. Assist district administration for Preparation, updation & review of District Disaster Management Plan (DDMP) for the districts as per NDMA guideline. Coordinate with different government departments and provide support if required for preparation of DDMP.
2. Assist district administration/OSDMA for Hazard Risk and Vulnerability Assessment study of the district
3. Liaison with the State/district authority for smooth implementation of the project.
4. Coordinate with various organizations for conducting mock drills at different levels
5. Organize capacity building programme for community, officials, PRI members, Engineers, Women, Specially abled persons, school teachers, etc. at district and sub district level.
6. Assist OSDMA in different disaster management activities and programme for disaster risk reduction.
7. Coordination of physical activities and financial management; support facilitation for execution of all paper works relating to the Project and furnish progress reports.Ensure effective utilization of grants received out of the project.
8. Support the State Project Officers for periodic review meetings and discussions related to project implementation, monitoring and follow-up;
9. Preparation of agenda and proceedings of all meetings and its communication to all quarters
10. Work for one or more district for overall coordination and implementation of the project as well as disaster management activities
11. Any other work assigned by OSDMA/District Administration from time to time.

Age: Maximum age for the candidate for DPOs shall be 45 years as on 30.04.2016.

Remuneration: the consolidated remuneration of the District Project Officer shall be Rs.40,000/- (Rupees Forty thousand) per month. Travel expenses would be paid on actual as per government norms for outstation travels.

Period of engagement:

1. The SPO shall be engaged by OSDMA on purely temporary and project basis and the post is co-terminus with the project.

2. The initial period of engagement will be for one year and may be extended further subject to the satisfactory performance.
3. Authority reserves the right to shorten the duration for unsatisfactory performances.
4. One month prior notice would be given for disengagement from the engagement.
5. One month prior notice is also required, if the candidate wants to leave the assignment.

Place of Working: One or more districts of Odisha

Qualification:

1. The candidate must have Post Graduate/ Master's degree in any discipline, preferably in Sociology/ Rural Development/ Disaster Management/ Social Works or related discipline.
2. All the qualifications must be from any recognized University / Institution. Qualifications in disaster management or related discipline would be an advantage.

Experience:

1. The candidate must have at least 5 years of post qualification experience in social and development Programmes /projects
2. Experience of working with Central and/or State Governments/ Govt. projects in similar assignments will be preferred.

Knowledge/Skill:

1. The candidate should have good working knowledge in English and Odia in writing and speaking.
2. The candidate must have Outstanding communication, documentation, presentation and organizational and management skills.
3. The candidate should possess knowledge in the use of computers and office software packages, (MS Word, Excel, and Power Point, etc.).
4. Ability to prepare comprehensive reports and other communication material for providing progress updates;
5. Good interpersonal skills and ability to establish and maintain effective partnerships and working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity;
6. Speak and write clearly and effectively; correctly interpret messages from others and respond appropriately; demonstrate openness in sharing information and keeping people informed.
7. Should be physically and mentally fit to work in disaster situations. He/ she will be liable to serve anywhere in the state for project implementation.

APPLICATION FORM

Application for the Post of _____
 (Separate applications for Specific Posts)

Affix recent self
 attested colour
 passport size
 Photograph

| | | |
|---|---|--|
| Name in Block Letters | : | |
| Father's/Husband's Name | : | |
| Address for Correspondence | : | |
| Permanent Address | : | |
| Mobile No | : | |
| E mail ID | : | |
| Date of Birth (supported by High School certificate) | : | |
| Age as on 30/04/2016 | | |
| Gender (Male/Female) | : | |
| Marital Status (Married/Unmarried) | : | |

Educational Qualification (attach self attested photocopy of certificates/ mark sheets):

| Qualification | Degree | Board/ Institution/ University | Year of passing | Subject | Total Marks | Marks secured | % of marks |
|--------------------------------|--------|--------------------------------------|--------------------|---------|----------------|------------------|---------------|
| HSC | | | | | | | |
| Intermediate | | | | | | | |
| Graduation | | | | | | | |
| Post Graduation/ Masters | | | | | | | |
| Any other | | | | | | | |

Experience – Attach photocopies of Experience Certificates:

| Sl No. | Name of the position/ designation | Employer/ Organization | Period | | duration | Key responsibilities |
|--------|---|---------------------------|--------|----|----------|-------------------------|
| | | | from | To | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Current Employment- (Attach Proof of documents of current employment):

| Name of the position/ designation | Employer/ Organization | Date of Joining | Key responsibilities |
|--------------------------------------|------------------------|-----------------|----------------------|
| | | | |

Computer Proficiency:

| | |
|-----------------------------|--|
| MS Office software Packages | |
| Others | |

Language Proficiency:

| Language | Ability to speak | | | Ability to Read | | | Ability to Write | | |
|-----------------|------------------|------|------|-----------------|------|------|------------------|------|------|
| | Poor | Fair | Good | Poor | Fair | Good | Poor | Fair | Good |
| English | | | | | | | | | |
| Odia | | | | | | | | | |
| Other (Specify) | | | | | | | | | |

Declaration:

I hereby declare that the information provided is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Place :

Date :

Full Signature of Applicant