

ADVERTISEMENT FOR THE POSTS OF

(I) DISTRICT LEVEL MANAGERS AND (II) MULTI SKILL ASSISTANTS

IN ODISHA

Applications in prescribed format are invited from retired government employees within 65 years of age / fresh candidate within 45 years of age for the posts of (i) District Level Managers and (ii) Multi Skill Assistants at district levels on consolidated remuneration for the Project Management Unit (PMU) under Crop Diversification Programme (CDP) in Mega Lift Irrigation Project area in Odisha state. Application forms are available in the official website of AFC India Ltd. on www.afcindia.org.in and in the state PMU office at CDP-SPMU (Team) office, Training Room No.1, Ground Floor, Krushi Bhwan, Keshari Nagar, Bhubaneswar. Filled in applications with relevant documents should be sent through email at ID cdpodisha.afc@gmail.com on or before 07-08-2023.

For further queries, please contact at mobile number 9337480525.

For more information please go through official website www.afcindia.org.in

A) District Level Manager

Job Description

- Maintain relationship and liaison with internal staff, district level officials / concerned Government Departments and external stakeholder and provide required support, as per project need.
- Ensure convergence of different schemes and timely follow up with department officials.
- Coordinate with NGOs / Facilitating Agencies / Community Based organizations and Government officials in project locations at different level.
- Coordinate for smooth implementation of different project activities, monitoring and handholding support to field team
- Effectively communicate findings, internally and apply learning to work plans and activities.
- Assist in daily project management - both organizational and substantive matters – budgeting, planning and general monitoring of the project.
- Facilitating monthly review of the program by District Administration and reporting on project progress vis-à-vis indicators in the log-frame.
- Facilitating Chief District Agriculture Officers for successful programme implementation.

Required Skills and Expertise

- Should be competent in use of computers / laptops and has adequate knowledge in internet etc.
- Good communication, interpersonal and presentation skills, with an ability to work in a multi-cultural environment.
- Excellent written and oral skills in English, Hindi and Odia
- Identifies problems and propose solutions, generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things
- Demonstrates extremely strong influencing and facilitation skills.
- Shares knowledge across the organization and builds a culture of knowledge sharing and learning. Is a team player.
- Demonstrates/safeguards ethics and integrity.

Education / Experience

- Bachelor degree in Agriculture Sciences/Rural Development/ Sociology/ Management or related fields from a recognized university.
- Minimum 1 years of experience working in Agriculture / Allied Livelihoods sector.

Locations

Angul, Bargarh, Bolangir, Boudh, Sundargarh, Deogarh, Dhenkanal, Gajapati, Ganjam, Jajpur, Jhasuguda, Kalahandi, Kendrapara, Malkangiri, Mayurbhanj, Nabrangpur, Nuapada, Rayagada, Sambalpur, Subarnapur, Sundargarh and Koraput.

B) Multi Skill Assistant

Job Description:

- Coordinate and manage data for the project at district level.
- Support DPMU head in the data management (both program and finance).
- Manage accounts related work of DPMU of the scheme Crop Diversification Programme.
- Verify the MPRs of NGOs / FAs involved in the project.
- Prepare Monthly Project Report /Quarterly Project Report/Annual Project Report for DPMU and Crop Diversification Programme.

Education / Experience

- Must have graduation.
- Be very energetic and must be willing to work extra hours and on holidays.
- Have experience in data management for the project.
- Have good report writing skills in English and Odia.
- Have good computer skills in MS Word, MS Excel, MS PPT, Google Spreadsheet etc.
- Not have any complaints against him by Government, Civil Society, Community organizations or Private agencies.

Locations

Angul, Bargarh, Bolangir, Boudh, Sundargarh, Deogarh, Dhenkanal, Gajapati, Ganjam, Jajpur, Jhasuguda, Kalahandi, Kendrapara, Malkangiri, Mayurbhanj, Nabrangpur, Nuapada, Rayagada, Sambalpur, Subarnapur, Sundargarh and Koraput

**Affix a
Latest
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Photograph
here**

APPLICATION FORM
(Please use extra space, if required)

Position Applied for _____

Date __/__/____

First Name

Middle Name

Last Name

APPLICANT NAME: _____

Date of Birth:

____/____/____

DD /MM/YYYY

Gender: - Male () Female ()

Nationality ____

Permanent Address

City _____

PIN Code _____

Contact Phone Numbers:

Alt. No. _____

Present Address

City _____

PIN Code _____

Contact Phone Numbers:

Alt. No. _____

Educational Qualification

Name of the Institute	Degree	From year	To year	Subjects / Course	Marks Obtained

Computer Knowledge/Any other qualifications (Please Specify)

Previous Work Experience

Sl. No.	Organization Name	Designation	Work Assigned	Duration Month & Ye (From ----To)

Marital Status: Married (___) Unmarried (___)

Personal Email ID _____

References

SI No.	Name	Designation	Company	Mobile Number

Please attach the self-attested photo copies of below mentioned documents:

1. Aadhar Card
2. Voter Card/ PAN Card/ Bank Passbook/ Driving License (either of one)
3. Proof of Educational Certificates
4. Proof of experiences from previous employers

I hereby declared that the information mentioned above is true and correct to best of my

knowledge.

Signature:

Date:

Place: