

WALK-IN-INTERVIEW
ODISHA MODEL TRIBAL EDUCATION SOCIETY (OMTES)

Applications are invited from the eligible candidates for filling up the posts of Project Manager, Project Co-ordinator and Senior Education Consultant on contractual basis in Odisha Model Tribal Education Society (OMTES) under the administrative control of the ST & SC Development, Minorities & Backward classes Welfare Department, Govt. of Odisha. The detail job description, qualification, experience, age limit, terms and conditions of engagement and application form can be seen in the website of : www.omtes.org, www.otds.in

Mode of Selection: The selection will be done in a two-staged process. Firstly, the application forms meeting minimum eligibility criteria will be shortlisted with weightage of 50% for academic achievement, 20% for the previous relevant work experience. Shortlisted applicants fulfilling eligibility criteria will be called for personal interview in the second stage. The personal interview will carry 30% weightage. Candidates with highest score on a 100 point scale in the order of merit will be selected. These posts are purely contractual and need based. Candidates engaged on contractual basis shall have no claim or right for appointment on regular basis, nor will they be a part of any cadre under State Government.

1. Post: Project Manager (Education) (Vacancy 01)

| Age Limit | Remuneration | Qualification | Experience |
|---|---|--|--|
| Not more than 40 years of age as on 31 st March, 2021. | Rs. 50,000/- Per month (Consolidated) with 3%annual increment on last drawn pay | Master of Arts (Education) / Master of Education/ PG Diploma in Education Management and Administration/PG Diploma in Higher Education/PG Diploma in Education Technology from a recognised University | <ul style="list-style-type: none">• The Applicant should have minimum 3 years work experience in educational management or administration.• Working knowledge of computer application specially of MS Office. |

Job Description:

As a role that focuses on implementing a project as efficiently and promptly as possible, it requires vigorous interaction and coordination with the various stakeholders, good written and verbal communication skills, ability to multi-task and manage various work elements simultaneously, leadership skills and ability to pay attention to details.

The duties and responsibilities are as follows:-

- Lead planning sessions for the society through regular meetings
- Ensuring that deadlines are met regarding conducting meetings, sending reports, etc.
- Managing relationships with the field staff, district administration, OMTES and the Department
- Overseeing all incoming and outgoing documentation and correspondences.
- Participating in tender process when required i.e. design, submission and review
- Conducting review and creating detailed reports for all staff
- Optimising and improving processes and the overall approach inconsistent with the changing requirements
- Initiating new plans and implementing various programmes as instructed by NESTS or the department.
- Managing various entrance exams, competitions related to academics, cultural and sports and other activity of such manner in coordination with the Project Manager (HR & Admin)

