

ToR for State Programme Manager (MGNREGA)

Odisha Tribal Development Society (OTDS), under ST & SC Development Department, Government of Odisha, is supporting planning, implementation, monitoring and evaluation of livelihood development interventions in tribal areas of the state. OTDS intends to engage one "State Programme Manager (MGNREGA)" in OTDS state office at Bhubaneswar to look after all implementation and monitoring aspects of labour engagement and funds utilisation under MGNREGA as per the Terms of References (ToR) outlined below:

Place of Posting: State office of Odisha Tribal Development Society (OTDS), Bhubaneswar.

A. Qualification : Master Degree in Social Works / Sociology / Economics / Commerce / MBA in Rural Management or two years Post Graduate Diploma in Rural Management/ Rural Development from any recognized University or Institution with good Computer skills.

B. Post Qualification Work Experience: Candidates should have at least 3 years of post-qualification experience, preferably in implementation of MGNREGS either at State or District level and well conversant with Standard Operating Procedures (SOPs) and guidelines of the scheme.

C. Remuneration: Gross remuneration of Rs.40,000.00 per month.

D. Duration and terms of Engagement:

- d. The position is purely contractual in nature;
- e. The selected candidate will be given annual contract of 1 year and subsequent renewal will be based on satisfactory performance;
- f. The candidate will work under the direct supervision of Chief Executive Officer, OTDS and will be placed in the state office of OTDS.



E. Expected Service Deliverables: The selected candidate, as “State Programme Manager (MGNREGA)”, is expected to perform the following duties.

- Compilation of QPR & MPR and similar reporting format as desired by higher authority.
- Preparation of Standard Operating Procedures (SOPs) and guidelines for implementation of MGNREGA as and when required.
- Prepare information for periodic review of the progress of the MGNREGA at higher level.
- Coordinate with Panchayati Raj Deptt. for collection of different circulars and guidelines being issued from time to time for kind perusal of CEO OTDS.
- Sensitize the Programme Officers about these guidelines and circulars.
- Facilitate preparation of 5-year Perspective Plan and Annual Action Plan.
- To prepare case studies pertaining to successful activities under MGNREGS.
- To compile the achievement under MGNREGA with respect to labour engagement, man-days utilized under different activities pertaining to ST & SC Development Department.
- To keep close liaison with Panchayati Raj and Drinking Water Department, follow their guidelines on implementation of MGNREGA as revised from time to time and monitor accordingly.
- To monitor the execution of MGNREGA and guiding the field functionaries keeping close watch on the execution of the activities.
- To compile the report on achievement under MGNREGA pertaining to ST & SC Development Department on daily/ weekly/ monthly basis.
- To promptly appraise the achievement and feedback on implementation of the scheme to the higher officials.
- To visit the field when felt necessary to supervise the execution work and check the records and documents.
- To find out the deficiencies observed in the field during execution of the programme and sort out the problems and suggest remedial measures.
- To be well conversant with the MGNREGA MIS and visit the website on regular basis for supervising of online data entry etc.
- Any other task assigned by the C.E.O, OTDS.

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