

Name of the Post: Project Manager (Livelihoods, Convergence and Skill development)

Place of Posting : ITDAs level

A. Qualification:

- PG Diploma in Rural Mgt./ Rural Dev./ MA in Social Work/MA in Eco/MA in Dev Studies from a recognised university/ reputed institute.

B. Post Qualification Experience

- The Applicant should have a minimum of 1 year of full time work experience in the field of livelihood promotion/ Skill Development and implementation of projects related to Development sector. Applicants having adequate work experience in the National flagship programmes on livelihood promotion/ any such state sponsored development programmes will be preferred.

C. Remuneration: Gross Remuneration of Rs 25,000/ per month.

D. Duration of Engagement: 1 Year and renewable subject to Satisfactory Performance.

E. Scope of service: The "Project Manager (Livelihood, Convergence & Skill Development)", is expected to perform the following duties.

- Conceptualisation and formulation of project proposals in consultation with PA, ITDA, officials of Line Depts. and other stakeholders;
- Compile information on various central/ state schemes for the livelihood dev. Of tribal people & Liaise with various line Depts. for resource allocation;
- Consolidation of Annual Work/Action Plans along with Budget for submission in the Project Level Committee at ITDA/District level & to SSD;
- Coordinate with NGOs, CBOs and line Depts. for implementation of projects;
- Design and implement monitoring and evaluation system for livelihood development projects;
- Facilitate capacity building programmes for project stakeholders
- Collection of relevant data, Documentation of physical (Qualitative & Quantitative) progress of project at ITDA & Submission of the same to SSD;
- Periodic visit to project locations to facilitate project implementation and monitoring;
- Any other suitable task assigned by PA, ITDA.

F. Desired Skills:

- Working Knowledge of Computer in MS Office.
- Skills on Official writing and drafting.
- Language proficiency: Speaking, Writing and Reading of English and Hindi and Preferably in Oriya
- Capacity to work in a multitasking environment.

