ODISHA FORESTRY SECTOR DEVELOPMENT SOCIETY

SFTRI Campus, At/Po-Ghatikia, Bhubaneswar-751 029
Ph: 0674-2386016, Fax: 0674-2386085 mail: webmail@ofsdp.org

VACANCY

No.260/OFSDP-02/2017   Date- 10.03.2017

Applications are invited from the eligible candidates for contractual engagement in the following posts for Odisha Forestry Sector Development Society (OFSDS)

Name of the post	Vacancy
Office Manager	01
Accounts Manager	01
Accountants	03
Remote Sensing Technician	01
Remote Sensing Cum MIS Technician	01
GIS Technician	01
Programme Developer	01
GIS Operator	01

Interested candidates may obtain Terms of Reference and the application Form from OFSDP, SFTRI Campus, At/Po- Ghatikia, Bhubaneswar-751029 during office hours or may download same from OFSDP website **www.ofsds.in**. and apply by hand or by post along with Bank Draft for each post separately on or before **20.03.2017** by **3.30** PM

Deputy Project Director (Admin)

Size- 8cm X 9cm

VACANCY CALL NOTICE

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Deputy Project Director (Admin)

TERMS OF REFERENCE

Application for Contractual Appointment to the post of

01. Office Manager (One)
02. Accounts Manager (One)
03. Accountant (Three)
04. Remote Sensing Technician (One)
05. GIS Technician (One)
06. Remote Sensing cum MIS Technician(One)
07. Program Developer (One)
08. GIS Operator (One)

Note: (*Apply separately for each post, Bank Draft is to be attached for each post applied*)

[Last Date for Submission of Application complete on 20.03.2017 up to 3.30 PM]

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Project brief and vacancy:

ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT - PHASE-II is being implemented with the loan assistance from Japan International Cooperation Agency (JICA) in 11 districts of Odisha. This project is for a period of 10 years from 2017-18 to 2026-27. The project has twin objectives of restoration of degraded forests and livelihood improvement of forest dependent community and covered 2500 Joint Forest Management Committees viz., VSSs/ EDCs for interventions. The project has achieved substantial progress in Sustainable Forest Management through strengthening of community based institutions for Joint Forest Management.

The main objective is to

- Restore degraded forest and augment forest resources

- Secure sustainable forest management by improving forest administration, community organizations and capacity development of other stakeholders

- Conservation and Ecosystem based management of the biodiversity

- Promote inter-sectoral convergence

- Improve income of targeted forest dependents and their livelihood through IGA activities.

During the implementation of the Project, following Managerial/ technical personnel are required. Hence the society invites applications for contractual engagement to the following positions:

Sl. No.	Name of the Post	Vacancy
1	Office Manager	1
2	Accounts Manager	1
3	Accountants	3
4	Remote Sensing Technician	1
5	Remote Sensing cum MIS Technician	1
6	GIS Technician	1
7	Program Developer	1
8	GIS Operator	1

Applications complete in all respect **in sealed envelope super scribed 'Application for the Post of <Post Name> OFSDP-II'** complete in all respect along with a Bank Draft, drawn on any Nationalized Bank in favour of '**The Project Director, OFSDS"** for an amount of Rs. 500/- payable at Bhubaneswar must reach in person or by post to 'The PCCF Projects and

Project Director, Odisha Forestry Sector Development Society, SFTRI Campus, Ghatikia, Bhubaneswar-751029 on or before 3.30 pm on 20.03.2017. The applications received after last date will not be entertained. **The Project will not be responsible for any postal delay. The Project authorities reserve the right to reject any application without assigning any reason thereto.** Candidates in employment must enclose NOC from the present employer with the application form.

Job description and eligibility criteria are as follows:

Name of the Post	Job Description	Qualification & Experience (Essential)
Office Manager.	- He will be over all in charge of the office management of Project Management Unit (PMU) - He will work under Deputy Project Director (Administration). - He will be responsible for the maintenance safe upkeep of office building as well as all the equipments including all vehicles in the PMU. - He will supervise the stores and safety of articles. - He will organize the meetings held at headquarters. - He will ensure congenial working environment among the support staff and ensure smooth functioning of the office. - He will work regular and will attend to office work beyond office hours and even on Sundays & Government Holidays, if required. - Any other works as may be assigned by the Project Director.	Graduate in any discipline with MBA and with at least two years of work experience along with use of computers is essential. **Experience** At least 2 years of similar working experience in government / non-government organization (with at least 15 employees) at appropriate level in office management and laisoning. **Preferable** Experience in working Government/ Government undertaking/ Society & working in projects of similar nature. Good managerial and coordination capability.
Monthly remuneration	Rs.30,000/- (Consolidated)	

Name of the Post	Job Description	Qualification & Experience
Accounts Manager	- He will be attached to the Dy. Project Director (Finance) - He is responsible for maintenance of accounts of the Project in TALLY Platform and also maintenance of relevant registers and ledgers. - He will be responsible for compilation of Statement of Expenditure at different levels and Reconciliation of funds. - Preparation and submission of reimbursement claims for loan assistance under EAP. - Facilitate & assist audit and prepare the audit replies. - Ensure the expenditure as per Budget provision. - Timely preparation salary bill and claims and recoveries. - Timely collection and deposits of statutory taxes and submission of returns. - Monitor the related field activities and tour as and when required - Any other works as may be assigned.	**Essential** Graduate in commerce with CA – Inter with sound knowledge in Computers especially TALLY and MS office etc. **Experience- Essential** At least 5 years experience of working in government/ non government organization with double entry system of Accounts **Preferable** Experience of Auditing the Accounts of Government/ Government undertaking/ Society & working in projects of similar nature
Monthly remuneration	Rs.35,000/- (Consolidated)	

Name of the Post	Job Description	Qualification & Experience
Accountant	- Assists Accounts Manager for day to day accounts activities, ensure timely budget releases, and reports on utilization, preparation of SoEs/ Claims and Tax returns. - Maintain the accounts in Tally Platform - Reconciliation of funds. - Facilitate & assist audits and preparation of audit replies. - Monitor and report the expenditure within the cost norms and budget outlay - Timely preparation salary bill and claims and recoveries. - Timely collection and deposits of statutory taxes - Any other works as may be assigned.	**Essential** Shall be a commerce graduate with having accounting knowledge and experience in use of Computers with proficiency in working with MS Word, Excel and TALLY. **Experience** At least 3 years of working experience in government / non government organization **Preferable** Experience in working Government/ Government undertaking/ Society & working in projects of similar nature.
Monthly remuneration	Rs.16,000/- (Consolidated)	

Name of the Post	Job Description	Qualification & Experience
Remote Sensing Technician	- Import, process and analyze satellite imagery for geo/ ortho rectification, land/ forest classification, change detection, feature extraction compositing and various relevant operations. - Procurement of Imagery and spatial analysis and map production for planning and decision making. Also to carry out analysis on existing data & field collected data as per the requirements of PMU. - Verify, process and store all the RS related data generated and collated with data collected from field by field staff and preparation of guidelines and facilitation of ground truthing. - Perform GIS data standardization and analysis on existing and acquired data in consultation and under guidance from PMU. - Manage or analyze data obtained from remote sensing systems to obtain meaningful results with project objectives. - Training of field staff in data acquisition, ground truthing and analysis. - Any other relevant work assigned	**Essential** Graduate in Arts/ Science/ Computer/ Forestry/ Geography. Should have remote sensing/GIS as one of the subject or have an additional PGD in RS/GIS Minimum 5 years experience of working in Govt / reputed non-Governmental sector in handling RS/GIS Applications. With at least 3 years experience in Open Source GIS/ RS Applications. At least 3 years experience in working on forestry related projects in India. **Preferable** Experience in working Government/ Government undertaking/ Society & working in projects of similar nature.
Monthly remuneration	Rs. 35,000/- (Consolidated)	

Name of the Post	Job Description	Qualification & Experience
GIS Technician	- To create and maintain Geospatial data and operate GIS and RS software. - Prepare high quality map products for reports, field trips and presentations. - Maintain GIS systems and equipments, software inventory and maintenance. - Establish GIS operations at PMU/DMU& FMU lavel and imparting training. - Will serve as GIS Technician for preparing GIS data and products including conversion, translation and incorporation of various formats of both spatial and tabular data into standardized GIS feature data sets, development of professional cartographic products using the current GIS Tools, applying complex GIS spatial and network analysis methods, and using for developing the RDBMS geo databases. - GIS technician would be required to quality check the data delivered by agencies engaged by the first party. - Perform GPS/ DGPS field data validation. - Other works as may be assigned	**Essential** Graduate in Arts/ Science / Forestry / Computer Application/ Geography. Should have remote sensing/GIS as one of the subject or have an additional PGD in RS/GIS Minimum 5 years experience of working in Govt / reputed non-Governmental sector in handling GIS/ RS Applications with at least 3 years experience in Open Source GIS/ RS Applications. At least 3 years experience in working on forestry related projects in India. **Preferable** Experience in working Government/ Government undertaking/ Society & working in projects of similar nature.
Monthly remuneration	Rs. 30,000/- (Consolidated)	
* PMU-Project Management Unit, DMU - Division Management Unit, FMU - Field Management Unit.		

Name of the Post	Job Description	Qualification & Experience
Remote Sensing- cum MIS Technician	• Verify, process and store all the RS related data generated and collated with data collected from field by field staff • Manage or analyze data obtained from remote sensing systems to obtain meaningful results with project objectives. • MIS operations at all levels PMU/DMU and FMU and updation with remote sensing inputs. • To build, coding, development of database modules. • To assist PMU Cell in areas of data compilation, applying logical queries to identify errors, quality assessment of data reported and concise report preparation etc. • Database replication, backup and restore. • Setup and maintain the website of OFSDS. • Computer generated analytical Reports, software inventory and maintenance. • Training of field staff in data acquisition, mobile applications etc.. • Other works as may be assigned.	**Essential** Graduate in Arts/Science/ Agriculture/ Forestry with PGDCA or graduate in computer applications, Computer Science along with specialization in remote sensing and minimum 5 years of experience in Govt. or non-Governmental sectors. Expertise in designing, planning, execution and monitoring of MIS/RS modules for a program or Project is essential. Knowledge of work in various modules of Software like RDBMS, SQL, ASP.net and MS Office Software is essential. At least 3 years of experience in working on forestry related projects in India. **Preferable** Experience in working Government/ Government undertaking/ Society & working in projects of similar nature.
Monthly remuneration	Rs.35,000/- (Consolidated)	
* PMU-Project Management Unit, DMU - Division Management Unit, FMU - Field Management Unit.		

Name of the Post	Job Description	Qualification & Experience
Program Developer	- Design and develop web based user interfaces in HTML and JavaScript with PHP as the scripting language. - Design and develop backend data processing algorithms with PHP as the scripting language and SQL as the database query language. - Design and develop backend database connectivity, data conversion and presentation algorithms in PHP. - Integrate GIS data & non-GIS data from databases, files and external data sources with the web based infrastructure. - Any other relevant work assigned by PMU / GIS cell in-charge as and when required.	**Essential** MCA/B.E/B.Tech in Computer Science, IT, Electronics and Telecommunication with at least 4 years work experience in PHP development Expertise in at least two of the following domains: PHP, JavaScript with Ajax, HTML with CSS, SQL, MySQL/PostgreSQL administration, Linux Server Administration, C++, Android Applications development, Java, Web GIS APIs(Google Maps/Openlayers), JQuery / Bootstrap Applicants must have good experience of finding solutions to issues from Internet and web applications independently **Preferable** Experience in working Government/ Government undertaking/ Society & working in projects of other similar nature.
Monthly remuneration	Rs. 25,000 /- (Consolidated)	

Name of the Post	Job Description	Qualification & Experience
GIS Operator	- To assist for Verify GIS, RS & MIS related work. - Perform GIS data standardization and analysis on existing and acquired data in consultation and under guidance from PMU - Perform geo-referencing and map digitization. - Any other relevant work assigned	**Essential** Graduate Degree in Arts/ Science / Forestry / Geography/BCA/MCA. Should have remote sensing/GIS as one of the subject or have an additional PGD in RS/GIS Minimum 3 years experience of working in Govt / reputed non-Governmental sector in handling GIS/ RS Applications. With at least 2 years experience in Open Source GIS/ RS Applications. At least 2 years experience in working on forestry related projects in India. **Preferable** Working experience on Natural Resource Management Projects of similar nature
Monthly remuneration	Rs. 15,000/- (Consolidated)	

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APPLICATION FORM

Post Applied for: *(Note: Use one form for one Post, Attach Bank Draft for each post Applied for)*		**Attach a Self Attested Photograph** **(3cmx4cm)**
1. First Name:	**Last name:**	
2. Date of Birth: (Certificate of proof to be attached)		**3. Sex:**
4. Present Contact Address:	**5. Permanent Telephone No:** (STD Code) Number	
6.Permanent Contact Address:	**7. Present Telephone No:** (STD Code) **Office Number.**	
8. Email Address:	**9. Mobile No:**	
10. Computer Literacy : Mention all software(s) known /used		

11. Education: High school onwards, please list all your qualifications

Degree	Institute/ Board	Year	Division/ Marks (%)	Subjects	Full/ Part Time / Distance Learning
Matriculation/HSC					
+2 (Arts/Sci/Comm)					
+3 (Arts/Sci/Comm)					
P.G. (Specialisation)					
Professional					
Others					

12. Employment Record :

    Total years of post qualification experience :

      Years of experience in Government   :

13. Level of Proficiency in computers

MS Office Program	Ability to Use		
	Poor	Fair	Good
MS WORD			
MS POWER POINT			
MS EXCEL			
MS ACCESS			
Other (please specify) _____)			

14. Employment History : (Use separate sheets if required)

Organization	Designation	Key Responsibilities	Period

15. Current Employment:

Job Description:	
Emoluments and other allowance if any	

16. Relevant Experience: Please highlight relevant experience possessed by you relating to key aspects of the job in the space below:

Job Component	Organization (Please also provide details of exposure/ responsibilities Handled	Exposure (in months)

17. Medical History: Please give details of major health disabilities (covering congenital disorders, physical or mental disabilities of any sort, cardiac or pulmonary disorders, etc.):

18. Joining Time: Please confirm your ability to relocate/ be at OFSDS Head Office **and** join within one month of selection. In case of any constraint - please elaborate in the space provided:

In case already employed, NOC from present employer is to be attached.

19. Language Proficiency: Please confirm oral and written proficiency in languages known to you. Your assessment shall be tested at a later stage):

Language	Ability to Converse			Ability to Read			Ability to Write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Oriya									
Other (please specify _____)									

20. Understanding of Job; Skills, Interests and Experience of Relevance to your Application for the post. (write in 100 words)

21. Referees: Two persons to whom you have reported professionally in the recent past whom we can immediately approach for a reference:

	Referee 1	**Referee 2**
Name:		
Address:		
Telephone/Cell Number:		
Organization:		
Designation:		
Your Professional Relationship with the Referee:		

Place :

Date: Signature of the Applicant.