

Baninali, Luhamunda, Angul-759127

Phone: 06763 255020 Cell: 9437191043 / 9556138143

**Viswa Yuva Kendra**, a leading voluntary organization in the state of Odisha requires qualified personnel for the following positions. Candidates interested to work in **rural areas of Angul district** may apply with application form along with required documents by 10th of June 2018 to [vyk.angul@gmail.com](mailto:vyk.angul@gmail.com).

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| Sl. No. | Position | No. of posts | Minimum Qualification | Experience | Responsibility | Consolidated  Honorarium |
| 1 | Develop-ment Officer | 02  (1 women) | Bachelor degree in Social Sciences/ social work / rural management/ agriculture with computer literacy | Minimum 3 years in rural development and livelihood | * Community mobilization, re-organisation of VSSs, EDCs and SHGs, formation of new SHGs etc. * Preparation of micro plan and annual plan by VSSs and EDCs. * Orientation and training of VSSs, EDCs, Animators, SHGs * Awareness generation among the members of VSSs, EDCs and SHGs * Assist FMU, VSSs, EDCs and SHGs in implementation of different project activities. * Business/IGA planning with SHGs and assistance to the SHGs in implementation of IGAs. * Assist VSSs & EDCs in revolving fund management. * Building linkages between SHGs and financial institutions, market, schemes of the Government. * Assist VSSs and EDCs and Animators , record maintenance, fund management, fund raising etc. * Facilitation of social audits at the VSS and EDC level. * Preparation of reports on project activities. * Participation in review meetings at the FMU /DMU level. | 25,000 |
| 2 | Develop-ment Officer | 02  (1 women) | Bachelor degree in forestry/ Agriculture /rural management with computer literacy | Minimum 3 years in JFM/ watershed/ Eco development | * Community mobilisation, re-organisation of VSSs, EDCs. * Preparation of micro plan and annual plan by the VSSs & EDCs. * Capacity building of VSSs, EDCs, Animators, and SHGs on participatory forest management, sustainable harvesting of NTFPs, farm forestry etc. * Assistance to FMU, VSSs, EDCs and SHGs in implementation of afforestation, farm forestry, agro-forestry, NTFP plantations, soil and water conservation etc. * Assist FMU and EDCs for implementation of eco development activities including biodiversity conservation. * Convergence planning & building interface with PRIs, Line Department, and Private Sector for implementation of different activities in the VSSs and EDCs. * Assist other team members in business/IGA planning and implementation of IGAs. * Assist VSSs and EDCs, and Animators in record maintenance, fund management, fund raising. * Facilitate information and experience sharing among VSSs, EDCs and SHGs at the FMU level. * Facilitate exposure visits for the VSSs, EDCs and SHGs. * Facilitate federation building process among the VSSs & EDCs * Preparation of reports on project activities. * Participation in review meetings at the FMU / DMU level. | 25,000 |
| 3 | Office Coordi-nator | 01 | B.Com/BA/ BSW with computer literacy | Minimum 1 year in office management with computer literacy and accounts | * Coordination of office activities, staffs and officials * Assist Accountant in maintaining books of accounts * Logistic support for organizing trainings and other regular activities of the organization | 10,000 |
| 4 | Project Associate | 01 | Intermediate with computer literacy | Minimum 1 year in rural development work preferably on hard ware component of water and sanitation. | * Help implementing sanitation and water supply program in rural area * Regular visit and monitoring of sanitation and water supply program * Assist other organizational activities | 10,000 |
| 5 | Project Associate | 01 | Intermediate with computer literacy | Minimum 1 year in rural development work preferably for farmers, marketing of agricultural products, mgt. of FPO etc. | * Organise farmers producer group * Link with markets and marketing promotion * Support organizing training and exposures of FPO Board members and farmers * Maintain books of accounts and records of the FPO * Coordinate with government, banks, companies and other agencies for promotion of FPO | 10,000 |

Date:

To,

The Member Secretary

Viswa Yuva Kendra

Baninali

Luhamunda

Angul-759127

Sub: Application for the post of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name: (Ms/Mr):
2. Date of Birth:
3. Address ( Both permanent and present) with telephone number and email:
4. Educational Qualification:

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| --- | --- | --- | --- | --- |
| Examination appeared | Name of the institution/ University | Year of passing | Subjects | % of marks obtained |
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1. Computer skill:
2. Working experience:

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| Duration | Name of the organization | Position | Nature of work/ assignment |
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1. Expertise (please mention your interest of work, expertise in a particular field etc.)
2. Trainings/workshops/exposures attended
3. Language known
4. Strength and weakness

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| --- | --- |
| Strength | Weakness |
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1. Any other information you wish to furnish (reference, achievement etc.)
2. Undertaking: I undertake that, the information mentioned above are true and correct to be best of my knowledge and belief.

Full Signature and date

*(Note: Please attach photocopy of self signed educational documents, experience certificate, copy of aadhar number and a passport size photograph)*