

## Inviting Applications from Suitable Candidates for Executive level post in Odisha Integrated Irrigation project for Climate Resilience Agriculture in Ganjam and Kalahandi Districts, Odisha

**Indian Grameen Services (IGS)** is registered as a not-for-profit company under Section 25 (now Section 8) of the Companies Act, 1956. It was set up in 1987 for promoting livelihood opportunities in rural and forest areas to extend support services necessary for promoting livelihood opportunities in rural areas. IGS envisions an equitable world where the poor and marginalized in rural and urban areas, have access to livelihood opportunities on a sustainable basis, are prosperous and happy. Thus, IGS describes its **Vision** as *KaayamRojgar, Khush-haalPariwar*, i.e., **Sustainable Livelihoods, Prosperous Households**. IGS operates with the **Mission of Incubating Innovations for Pro poor Sustainable Livelihoods**.

Please log on to [www.igsindia.org.in](http://www.igsindia.org.in) for further information.

**IGS invites applications for the following position** in Ganjam and Kalahandi districts, Odisha. The Department of Water Resources (DoWR), Government of Odisha has applied financing from the International Bank for Reconstruction and Development (IBRD) and International Development Association (IDA). The project funded by World Bank, would be implemented over a period of 6 years in 15 districts of Odisha.

Interested candidates are requested to refer to position details carefully and follow the application process. Applications received through channels or processes other than those specified below may not be considered for this round of selection process.

<b>Position Title</b>	<b>Multi-Skilled Assistant</b>
<b>Level</b>	Executive
<b>No. of Vacancies</b>	2
<b>Nature of Contract</b>	Term-based Contract
<b>Place of Posting</b>	Ganjam and Kalahandi Districts, Odisha
<b>Reporting Authority</b>	Team Leader
<b>Job Description</b>	<ul style="list-style-type: none"> <li>Responsible for implementation of the project in a role of Multi-skilled assistant level.</li> <li>Ensure all assigned task highly efficient, good project discipline, and high level involvement of team members</li> <li>Implement deliverables using innovative techniques for acquiring best results.</li> <li>To design day to day and monthly activity calendar of project implementation plan for concerned CFT member with consultation of reporting officer.</li> <li>Coordinate with Reporting officer towards team clarity and motivation along with completion of back office work for executing the project efficiently</li> <li>To develop a monthly target v/s achievement tracker to measure project progress.</li> <li>Clarify doubts in coordination with Reporting Officer and Supporting in growth plan of colleagues.</li> <li>Design step wise plan for implementing innovations in consultation with reporting officer. Orient the concerned CFT member about the same.</li> <li>Coordinate with team for necessary completion of documentation towards learning and dissemination.</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage concerned CFT staff time deployment and ensure time management for data entry and report preparation.</li> <li>• Ensure target group satisfaction through service quality, coach managers and team leaders in analyzing reasons behind project efficiency and support to identifying techniques to reduce problems on weekly basis and information flow should be effective.</li> <li>• Monitor performance of ground team using various parameters like productivity, efficiency and financial data.</li> <li>• Guide project team towards achieving optimal standards in all parameters and ensure that their target goals are met.</li> <li>• Ensure proper documentation and knowledge base- Support project manager in troubleshooting field problems and identifying, designing, and implementing improvements.</li> <li>• Support key project team to deliver training on the basis of provided manuals and knowledge documents for team capacity building.</li> <li>• Reporting: Ensure that the program team meets all donors related and other compliance including quarterly updates</li> <li>• Risk analysis and mitigation: Identify and analyze risks (economic, social, political, etc) related to broader project portfolio; ensure portfolio diversification and quality across activities and project area.</li> <li>• Helping a continued evaluation of the program by coordinating with client and stakeholders.</li> </ul>
<p><b>Key Responsibilities</b></p>	<ul style="list-style-type: none"> <li>• People Management- Coach Cluster facilitation team for assigned Area. Help direct reports effectively hire, manage, develop and coach their teams to achieve all growth, quality, and branding goals.</li> <li>• Ensure fair and consistent HR practices at all levels in assigned Area</li> <li>• Assist in developing, refining, and delivering training for Unit Managers and lower levels as needed</li> <li>• Ensure that assigned project have proper functional support</li> <li>• Ensure utilization of operational resources and compliance with operational processes</li> <li>• Support subordinates/managers in coordinating with Head Office in-terms of functional area if required.</li> </ul>
<p><b>Language and IT Skills</b></p>	<ul style="list-style-type: none"> <li>• Computer Operation and MS-Office and applications</li> </ul>
<p><b>Qualifications and Experience</b></p>	<ul style="list-style-type: none"> <li>• They shall be Graduates in any Discipline with a Diploma in Computer Application with minimum 3 years of post-qualification experience of accounting and familiarity in MS office, Internet operations/ Tally software.</li> <li>• Experience in World Bank/ Donor/ Bi-lateral/ Multi-lateral agencies for at least 1 Year in a project is preferred.</li> </ul>
<p><b>Skills and Competencies</b></p>	<ul style="list-style-type: none"> <li>• Good Communication (written &amp; spoken) in <b>Oriya preferred</b> and working in English</li> <li>• Problem solver, analytical skills</li> <li>• Result Orientation, Task orientation, self-starter, thought clarity</li> <li>• Experience with participatory extension approaches and farming system.</li> <li>• Should be able to travel extensively within the project districts/ villages</li> <li>• Worked in social dynamics, issues and challenges</li> </ul>

<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Passionate commitment to IGS mission</li> <li>• Attitude towards OCTAPACE work culture.</li> <li>• Ability to effectively communicate with the public and other key stakeholders</li> <li>• Good analytic skills, judgment and ability to make independent decisions informed by both quantitative and qualitative data (including informal feedback from stakeholders and non-business context: socio-political-religious environmental factors)</li> <li>• Ability to work with minimal direction</li> <li>• Ability to confront the situation and problem solving attitude</li> <li>• Self Initiative attitude</li> <li>• Good interpersonal, relationship management, customer service, and rapport building skills</li> <li>• Good leadership and people management skills, with ability to manage people both directly and indirectly at multiple levels and remotely.</li> <li>• Ability to prioritize, multi-task, delegate, and proactively resolve problems</li> <li>• Demonstrated potential to take initiative in building a growing target group base and team</li> </ul>
<b>Application Requirements</b>	<ul style="list-style-type: none"> <li>• Detailed CV that includes year-wise details of relevant work experience and educational attainments</li> <li>• Contact details of three professional references</li> <li>• Covering note explaining your interest in and suitability for this position</li> <li>• Applications incomplete in any respect may not be considered for this selection process.</li> </ul>
<b>Contact Details for applying</b>	<p>Applications are to be submitted over email to <a href="mailto:igsplacements@igsindia.org.in">igsplacements@igsindia.org.in</a></p> <p>Applications submitted through any other channel or process will not be considered for this selection process.</p>
<b>Deadline for Receipt of Applications</b>	<p>1600 hours on 30<sup>th</sup> July 2021</p>
<p style="text-align: center;"><b>Indian Grameen Services is an equal opportunity employer. We are striving to bring gender balance in our staff composition across levels. Hence, women candidates are especially encouraged to apply.</b></p>	