

RECRUITMENT

About the Organisation:

The Regional Centre for Development Cooperation (RCDC), a leading not-for-profit organization, has been primarily operating in Odisha since 1993. It focuses on four major thematic areas: Community-based natural resource management for sustainable livelihoods; WASH and nutrition; Climate-resilient development and disaster risk reduction; and Investing in the future for sustainability. The headquarters of RCDC is located in Bhubaneswar, and it currently operates in more than 10 districts of the state through its programmatic interventions within the broader framework of poverty reduction for underprivileged sections.

RCDC is currently seeking a robust Project Facilitation Team to be recruited under the government-supported APC project titled 'Strengthening of livelihoods of Mission Shakti WSHG members through 'promotion of agriculture production cluster in Odisha' under State Scheme in Nabarangpur District in the state of Odisha. The positions shall be based at Block head-quarter/GP head-quarters of Kosagumuda block of Nabarangpur district, Odisha.

Organisation Type	:	Non-Profit Organisation
Job posting Type	:	Highlighted Job Posting (without logo)
Organisation*	:	Regional Centre for Development Cooperation (RCDC)
Location* (State/UT)	:	Odisha
Specific Location*	:	Block headquarter/GP head quarters of Kosagumuda block of Nabarangpur district
Closing Date for applications*	:	5 th July 2024
Email for receiving applications (if any)	:	recruitment.rcdc@gmail.com

Position:

Project Manager (1 post)

Roles & Responsibilities:

- Lead the Project Facilitation Team (PFT) and provide adequate leadership, supervision, day to day management and support system to the PF team members.
- Be responsible for capacity building of PGs and PC, community cadres (AE, UM, KM, PM) and master trainer.
- Build perspective of staff and community around improving agriculture, plantation, NPM irrigation infrastructure creation, marketing and livestock rearing.
- Prepare activity plan, Yearly Plan of Operation (YPO) of the team and ensure the implementation.
- Prepare livelihood plan at PG level.
- Ensuring consolidation of plan and converging from various line departments to actualize the plan.
- Value chain study of agricultural commodities, livestock and able to link with market.
- Set-up market eco-systems around PCs.
- Designing different training modules to conduct training at different level.
- Establish collaborative and cooperative working relationships with all relevant stakeholders like OLM, Mission Shakti, Dept of Horticulture, Agriculture, Veterinary, OAIC, OLIC, ATMA, DRDA Block administration and other line departments at all levels.
- Periodic meetings with block and district level coordination committees.
- Ensure compliance with Systems and Processes- timely progress reporting to Govt, Program Secretariat- PRADAN.

Eligibility Criteria:

- Graduate in Engineering / Agriculture Or allied Fields or a Post Graduate in Science / Humanities with good communication skills in English and Odia along with computer skills.
AND/OR
- Graduate from any discipline preferable from science and minimum 5 years of experience in promoting farm-based livelihoods, market-based interventions and promoting producer institutions along with ability to engage with farmers and community institutions.
- The Candidate should be able to collaborate with relevant stakeholders / agencies to improve coordination and programme delivery on the ground
- Can speak, write and read Odia and English language, Computer proficiency with presentation skills is essential.

Place of posting:

- Block head quarter (Kosagumuda) or as per project requirement.

Gross Salary:

- Rs. 30,000/-approx.

Position:**Subject Matter Specialist / Livelihood Expert (1 post)****Roles & Responsibilities:**

- Be responsible for capacity building of PGs and PCs, community Cadres (AE, UM, KM & PM) and master trainers on thematic matters.
- Build perspective and capability of staff and community around improved agriculture, irrigation infrastructure creation, marketing & livestock rearing.
- Prepare activity plan Yearly Plan of Operation (YPO) jointly with the Project Team / Project Manager and ensure the implementation of the plan in ground.
- Prepare livelihood plan at PG level.
- Ensuring consolidation of plan and converging from various line departments to actualize the plan along with facilitate the fund leverage.
- Value chain study of agricultural commodities and able to link with market.
- Set-up market eco-systems around PCs.
- Designing different training modules to conduct training at different level.
- Establish healthy working relationships with all relevant stakeholders.
- Provide information of the project.
- Coordination with Master Trainers & Community Service Providers.
- Demonstrate thematic activity in the area.

Eligibility Criteria:

- Graduate in Agriculture or allied fields or a Post Graduate in Science / Humanities with good communication skills in English and Odia along with computer skills.
AND/OR

- Graduate from any discipline preferable from Science and minimum 5 years of experience in promoting farm-based livelihoods, market-based interventions and promoting producer institutions along with ability to engage with farmers and community institutions.
- Can speak, write and read Odia and English language.

Place of posting:

- Block head quarter (Kosagumuda) or as per project requirement.

Gross Salary:

- Rs. 25,000/-approx.

Position:

Accounts & MIS Assistant (1 post)

Roles & Responsibilities:

- Work in collaborate with the Project Facilitation Team as a team member and will report to the program manager (PM) of the project.
- Required to maintain the accounts related transactions like fund receipt, expenses and all required documents related to accounts and finance in software (preferably tally) and in manually by maintaining accounting books.
- Required to maintain the MIS of APC project (both online MIS portal and offline excel sheet), data entry, analysis & report preparation. Moreover, making various kinds of formats with the help of APC team members as and when required.
- In the process of monitoring evaluation and learning (MEL) the candidate require to supervise, help/ensure regular data flow from the field (PG and members), sometimes sample checking of data generated by field visit etc. The nature of work is of desktop as well as field based.
- Be supposed to draft applications, letters for communication and reports in the prescribed formats for the concern anchors of the project. In many times to the program manager.
- Be taking and keeping different audio-visual documentation for communication and reporting purpose.
- Be helping the project facilitating team (PFT) in different reporting Yearly Plan of Operation (YPO) as well as thematic data consolidation for timely communication.
- Collate the required training materials for APC project and will be in charge of the repository for further use.
- Maintain the required files of APC project and leverage documents along with other documentation as instructed by PM.
- Coordinate with funding agency for any trouble shooting in the MIS, respond and resolve any query raised by donor related to MIS.
- Coordinate with funding agency for timely submission of financial compliances, audit reports, and other financial documents (mentioned in the MoA) as and when required.
- Support the PG level accounting system setting and orient the PG level accountants on maintaining the financial books of accounts.
- To face the Audit team from donor agency and to cooperate them on financial aspects of audit.
- Able to deliver any other work of APC project as per requirement of the team & organization.

Eligibility Criteria:

- Graduate in Commerce / Science or allied fields or a Post Graduate in Business Administration / Commerce / Science with good communication skills in English and Odia with 3 years of work experience.

AND/OR

- Diploma / PG diploma in computer application with good data entry skill. Knowledge in Microsoft office.
- A certificate course in accounting software (Tally) is preferable.
- A very good command on data entry, computer application work and skill are highly desired.

Place of posting:

- Block head quarter (Kosagumuda) or Close to Block headquarters as per project requirement.

Gross Salary:

- Rs. 15,000/-approx.

Position:

Master Trainers / Cluster Coordinator (2 posts)

Roles & Responsibilities:

- Imparting training to farmers, community service providers and PG around improved agriculture, horticulture plantation, NPM, livestock rearing.
- Identifying sites for plantation, irrigation and vegetable cluster patches for agriculture and coordinating with the PFT members
- Providing handholding support in creation of irrigation infrastructure.
- Helping in coordinating quality input linkage and output marketing.
- Collect various field data and information for various reporting purposes.
- Coordinate in conducting base-line, mid-line and end-line survey.
- Ensure smooth implementation of various project components, convergence activities and documentation at field level.
- Supporting Community resource person of the project team in conducting their field related works.

Eligibility Criteria:

- Intermediate with minimum 2-3 years' work experience in social mobilisation and knowledge on agriculture or livestock.

OR

- Matriculate local person with rich experiences (over 5 - 8 years) could also be considered.
- Should be motivated to work in the villages specially with deprived sections and willing to acquire new knowledge and skills relevant to the project and guide implementation processes.
- Fluency to communicate in local language.

Place of posting:

- Block or GP headquarters of Kosagumuda block or as per project requirement.

Gross Salary:

- Rs. 15,000/-approx.

Interested candidates are encouraged to send their updated CV with full communication details to <recruitment.rcdc@gmail.com> on or before **5th July 2024 by 11.59 PM**. Only shortlisted candidates shall be called for the interview. No TA/DA shall be offered for attending the interview. The selection process involves written test followed by a personal interview.

* Women candidates are encouraged to apply.

* Candidates from Nabarangpur district shall be preferred

NB: RCDC reserves the rights to postpone and/or revoke the recruitment without any prior intimation.

