

Terms of Reference (ToR) for Multi-Skill Assistant

Essential Qualifications & Work Experience:

Any Graduate with PG Diploma in Computer Application & minimum **5 (Five)** years of experience in Secretarial practices/ Data Entry Operator and Office Assistant. Applicants having experience in Externally Aided Projects, for example – World Bank/ DFID/ EC/ JICA/ ADB/ UNDP/ UN etc. is preferred.

Job Description:

He / She will be responsible for

- Generating & Maintaining files & records for the Project Unit & Project Staff
- Collecting data and feeding the same into the computer
- Generating information/report on project components for the physical & financial decision making
- Maintaining information on MIS system
- Assisting project officials for secretarial works
- Any other responsibility assigned by the PD/SPU.

Skills and Attributes:

- Proficiency in MS Office (MS Word, MS Power point, MS Excel, MS Access)
- Database Management, MIS
- Knowledge of English & Odia Typing
- Maintenance of office files & records
- Report generation
- Ability to work effectively in a multidisciplinary team.
- Ability to work closely with Government and Support organizations. Excellent documentation and report writing skills.
- Ability to adopt workflow automation system.

Engagement Period:

The period of engagement will be for 1 (one) year and may be extended up to a maximum of 5 years on need basis. This will be a purely temporary job. Any duties rendered under this agreement by the candidate shall not confer him/her any right under any circumstances whatsoever to claim for any scale of pay or to be appointed on temporary/regular basis in the project or in any other State Govt. Organizations.

Remuneration: (Rs.12,000/-)

Consolidated Rs. 9,600/- fixed per month and variable/incentive component will be upto Rs. 2,400/- per month. The variable part will only be released based on performance to be reviewed quarterly by authority and is at the Sole discretion of authority.

Background

The Government of Odisha in partnership with Government of India will implement World Bank assisted project namely "OIIPCRA" with comprehensive basin plan and treatment 600 MIPs covering 90,000 ha in basin and sub-basin. The upcoming project envisages inter linking of MIPs and Tanks as a part of Water Resource Network and pilot automation with Water budgeting The project will ensure complete renovation and restoration of 600 MIPs. It is expected to benefit around 2.00 lakh household direct beneficiaries or more than 10.00 lakh rural in habitants.

The Minor Irrigation Tanks irrigate between 40 ha to 2000 ha of land and are managed by the Chief Engineer, Minor Irrigation, Odisha. The project will be executed through Odisha Community Tank Development & Management Society (OCTDMS) which is the Special Purpose Vehicle (SPV) for this project.