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## OFFICE OF THE DFO-CUM-DMU CHIEF, BARIPADA FOREST DIVISION

At/Po: Baripada, Dist. Mayurbhanj, PIN-757001

Phone No: 06792-252613 (O), Email- [dmuchiefbaripada@gmail.com](mailto:dmuchiefbaripada@gmail.com)

No: 360

Date: 08.11.2023

### ADVERTISEMENT OF HIRING OF SMS (M&E, GIS/MIS, REDD+) for DMU, BARIPADA UNDER OFSDP-II

Divisional Forest Officer-cum-DMU Chief, Baripada invites application from suitable candidates for the following position at Divisional Management Unit, Baripada under Odisha Forestry Sector Development Project, Phase-II.

Division	Name of the Post	Vacancy	Essential Qualification and Experience
Baripada Forest Division	Subject Matter Specialist (SMS) - (M&E, MIS & GIS, REDD+)	01	<b>Essential Qualification</b> B.E/ B.Tech in Computer Science/ IT or B.E/ B.Tech/ Batchlor's degree in Science/ Social Science/ Statistics/ Economics with MCA ( 3 year work experience with at least 2 years as technical expert in GIS/ Remote Sensing (RS) in respect of Monitoring & Evaluation in relevant sector).

Interested candidates may obtain Terms of Reference and the Application form from O/o the Divisional Forest Officer-cum-DMU Chief, Baripada during office hours in any working day between **10.30 AM to 5.00 PM from 10.11.2023 to 24.11.2023** or may download from the website ([www.mayurbhanj.nic.in](http://www.mayurbhanj.nic.in)). Filled in application complete in all respect along with self-attested Xerox copy of relevant documents in respect of qualifications and experience and Bank Draft for Rs. 500/- (non-refundable) drawn in favour of **DFO-cum-DMU Chief, Baripada, payable at Baripada Branch**, should reach the O/o the Divisional Forest Officer-cum-DMU Chief, Baripada through **Speed Post/ Courier Service on or before 5.00 PM on 24.11.2023**.

*Sanku*  
21/11/23

DFO-cum-DMU Chief  
Baripada Forest Division

## **Project brief & Vacancy details:**

ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT – PHASE-II is being implemented with the loan assistance from Japan International Cooperation Agency (JICA) in 10 districts of Odisha. This project is for a period of 10 years from 2017-18 to 2026-27. The project objective is to enhance forest ecosystem along with sustainable livelihood of local people by improving sustainable forest management, sustainable biodiversity conservation and community development; thereby contributing to harmonization between environmental conservation and social economic development in the Project area in Odisha. The project is implemented in Joint Forest Management mode involving 1211 Vana Surakshya Samiti and is expected to achieve progress in Sustainable Forest Management through strengthening of these communities based institutions. The project shall also engage 3633 Women SHGs in enhancing their income through different Income Generating activities.

The project will be implemented in 14 Forest/ Wildlife divisions namely; Baripada, Rairangpur, Karanjia, Dhenkanal, Athamallik, Ghumusur (N), Ghumusur (S), Boudh, Subarnapur, Sambalpur, Jharsuguda, Sundergarh, Bamra (WL), Mangrove Forest (WL) Rajnagar. In total 50 Forest Ranges (hereinafter referred to as Field Management Unit, FMU) have been selected in 12 Forest Divisions for the implementation of project components under JFM mode.

The project emphasizes rigorous engagement with the target communities, PRIs, Other Line Departments and civil society organisations for implementation of different activities through convergence. The project components are varying and covered different aspects for implementation.

The project will address the following priority areas:

- Restoration of degraded forest and augment forest resources
- Secure sustainable forest management by improving forest administration, community organisations and capacity development of other stakeholders, Conservation and Ecosystem based management of the biodiversity and promotion of inter-sectoral convergence for holistic development of target communities.
- Improve income of the forest dependent families with targeted livelihood improvement through IGA activities.
- Technology based monitoring of the project interventions.

For the implementation of the project, the institutional structure is set up in society mode in Odisha Forestry Sector Development Society (OFSDS) with Project Management Unit (PMU) at state level headed by the Project Director. At the level of implementing forest/ wildlife divisions, Divisional Management Unit is constituted which are headed by the DFO-cum-DMU Chief. The Field Management Unit are constituted at Forest range level (50 nos.) is headed by the Range Officer-cum-FMU Chief. The project is proposed to be implemented in JFM mode with activity involvement of 1211 VSSs selected in 50 forest ranges with 12 Forest Divisions and the Biodiversity components to be implemented in 2 Wildlife Divisions.

In order to ensure effective implementation of the project and to facilitate the communities for different interventions at the community level, the following personnel are required for the beginning of the project implementation. Hence, applications are invited from suitable candidates for contractual engagement of the followings position at Division level (Divisional Management Unit) for working in Odisha Forestry Sector Development Project, Phase-II initially for one-year period and may be extended for similar periods subsequently.

<b>Division</b>	<b>Name of the Post</b>	<b>Vacancy</b>	<b>Essential Qualification and Experience</b>
Baripada Forest Division	Subject Matter Specialist (SMS) - (M&E, MIS & GIS, REDD+)	01	<b>Essential Qualification</b> B.E/ B.Tech in Computer Science/ IT or B.E/ B.Tech/ Bachelor's degree in Science/ Social Science/ Statistics/ Economics with MCA ( 3 year work experience with at least 2 years as technical expert in GIS/ Remote Sensing (RS) in respect of Monitoring & Evaluation in relevant sector).

Application in sealed envelope super scribed "Application for the post of (Post Name) complete in all respect along with a Bank Draft of Rs. 500/- (Non-refundable) drawn on any Nationalized Bank in favour of **DFO-cum-DMU Chief, Baripada**, Payable at **Baripada** should reach the O/o the Divisional Forest Officer cum DMU Chief, Baripada on or before 5.00 Pm on 24.11.2023. 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.

**Job Description & Eligibility Criteria are as below:**

Name of the Post	Job Description	Qualification and Experience
<p>Subject Matter Specialist (SMS) - (M&amp;E, MIS &amp; GIS, REDD+)</p>	<p><b>He/ She will</b></p> <ul style="list-style-type: none"> <li>• Assist ADMU/DMU Chief in monitoring the annual plan.</li> <li>• Compile the MIS/ GIS Data, progress monitoring based on MIS and GIS.</li> <li>• Maintain and update the systems and other hardware and software at DMU Level.</li> <li>• Ensure survey and demarcation of assigned area and treatment area through the concerned FMU staff of VSS.</li> <li>• Assist in biomass assessment survey, updates on Monitoring, Reporting &amp; Verification (MRV) protocols, reporting and Capacity Building.</li> <li>• Coordinate with FMU, SMSs and other stakeholders.</li> </ul>	<p><b>Essential Qualification</b> B.E/ B.Tech in Computer Science/ IT or B.E/ B.Tech/ Bachelor's degree in Science/ Social Science/ Statistics/ Economics with MCA.</p> <p><b>Essential Experience</b></p> <ul style="list-style-type: none"> <li>• 3 year work experience with at least 2 years as technical expert in GIS/ Remote Sensing (RS) in respect of Monitoring &amp; Evaluation in relevant sector.</li> <li>• Demonstrable expertise in at least 2 of the following domains: GIS, RS, MIS, Monitoring, Evaluation, Forestry.</li> <li>• Experience of working in donor funded Govt. Project of similar nature is desirable.</li> </ul> <p><b>Preferable</b> Experience of working in Government/ Government undertaking &amp; in External Aided Project. Understanding of M&amp;E, GIS, RS concepts in relation to forest management activities.</p>
<b>Vacancy</b>	<b>One (01)</b>	
<b>Monthly Remuneration</b>	<b>Rs. 40,000/- P.M. (Consolidated)</b>	
<p>DMU- Divisional Management Unit DMU Chief- Divisional Management Unit Chief ADMU Chief- Assistant Divisional Management Unit Chief FMU- Field Management Unit VSS- Vana Surakshya Samiti</p>		



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BARIPADA, DIST: MAYURBHANJ - 757001

Tel-06792-252613, FAX-06792-255772, [E-mail-dfobaripada.od@gmail.com](mailto:E-mail-dfobaripada.od@gmail.com)



## APPLICATION FORM

Post applied for: (Note: Attach Bank Draft with Application Form and relevant documents)		Attach a self attested photograph (3cm X4cm)
<b>1. First Name:</b>	<b>Last Name:</b>	
<b>2. Date of Birth:</b> (Certificate of proof to be attached)	<b>3. Sex</b>	
<b>4. Present Contact Address:</b>	<b>5. Permanent Telephone No: (STD Code) Number</b>	
<b>6. Permanent Contact Address:</b>	<b>7. Present Telephone No: (STD Code)</b>  <b>Office Number:-</b>	
<b>8. Email Id:</b>	<b>9. Mobile No:</b>	
<b>10. Computer Literacy:</b> Mention all software(s) known/used		
<b>11. Education: High School onwards, please list all your qualifications</b>		
<b>Degree</b>	<b>Institute/ Board</b>	<b>Year</b>
<b>12. Employment Record:</b>		
Total years of post qualification experience:		
Years of experience in Government :		
<b>13. Level of Proficiency in computers</b>		
<b>MS Office Program</b>	<b>Ability to use</b>	
	<b>Poor</b>	<b>Fair</b>
		<b>Good</b>
MS WORD		
MS POWER POINT		
MS EXCEL		
MS ACCESS		
Other (Please specify)		

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

**Starting with your present employment, list in reverse order all the employments you have had in the below format**

Organization and project name	Designation	Tenure of Engagement (from .....to.....)	Level of engagement (State/ District/ Block)	Type of projects associated		
				Government sector or others	External Aided or not. If yes, name of Donor organisation	Nature of works by the applicant

**15. Current Employment**

Name of the organization	
Since when working (From.....to.....)	
Monthly Emolument including all allowances	

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

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

In case of already employed person(s), NOC form present employer is to be attached.

**18. 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 _____ )									

**19. Explain why do you consider that you are suitable for the position applied for** (Within 200 words and may use separate sheet for the same)

**20. 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 No:		
Organization:		
Designation:		
Your professional Relationship with the referee:		

**Place:**

**Date:**

*Signature of the Applicant*

**Place:**

**Date:**

*Signature of the Applicant*