



**OFFICE OF THE DFO-CUM-DMU CHIEF, GHUMSUR SOUTH FOREST DIVISION
BHEJIPUT, BHANJANAGAR, GANJAM, ODISHA, Pin- 761126**

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**HIRING OF FMU COORDINATOR ON FIXED REMUNERATION FOR DMU, GHUMSUR SOUTH
UNDER ODISHA FORESTRY SECTOR DEVELOPMENT PROJECT, PHASE-II**

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

Division	Name of the Post	Vacancy
Ghumsur South Forest Division	FMU Coordinator (Training & Process Documentation)	01

Interested candidates may obtain detail Terms of Reference and the Application Form O/o the Divisional Forest Officer-cum-DMU Chief, Ghumsur South Forest Division during office hours or may download from the Website www.ofsds.in. Filled in application complete in all respect along with Bank Draft of Rs. 500/- (Five Hundred) drawn in favour of DFO-cum-DMU Chief, OFSDP-II Ghumsur South Forest Division, Payable at Bhanjanagar should reach the O/o the Divisional Forest Officer-cum-DMU Chief, Ghumsur South Forest Division, Bhejiput, Bhanjanagar, Ganjam, Odisha, Pin-761126 on or Before dt. 06.09.2024, 5.00 PM by Registry Post / Speed Post/ Courier Service only.

The undersigned reserves the right to cancel any or all the applications at any stage of recruitment process without assigning any reason thereof.

Sd/-

**DFO-cum-DMU Chief,
Ghumsur South 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 is promoting the Self Help Groups, Common Interest Group and Poorest of Poor 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 47 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. **List of FMUs covered in Ghumsur South DMU is attached as Annexure.1.**

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 Units are constituted at Forest Range level (50 nos.) is headed by the Range Officer-cum-FMU Chief. The project is being implemented in JFM mode with activity involvement of 1211 VSSs selected in 47 Forest Ranges with 12 Forest Divisions and the Biodiversity components are being 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 is required. Hence, applications are invited from suitable candidates for hiring of the followings position at Divisional level (Divisional Management Unit) for working in Odisha Forestry Sector Development Project, Phase-II initially for one-year period or before the completion of the project and may be extended for similar periods **subject to satisfactory performance.**

Division	Name of the FMU	Name of the Post	Vacancy
Ghumsur South Forest Division	Buguda FMU	FMU Coordinator (Training & Process Documentation)	01

Application in sealed envelope super scribed "Application for the post of FMU Coordinators (Training & Process Documentation) 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, OFSDP-II Ghumsur South Division payable at Bhanjanagar should reach the O/o the Divisional Forest Officer-cum-DMU Chief, Ghumsur South Division, Bhejiput, Bhanjanagar, Ganjam, Odisha, Pin- 761126 on or before 5.00 PM on dtd. 06.09.2024. The applications received after last date & time 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 "No Objection Certificate" from the present employer.

List FMUs (Ranges) covered under Ghumsur South DMU

Name of the Forest Division	Name of the Ranges
Ghumsur South	Buguda
	Surada
	Badagada

Job Description & Eligibility Criteria:

FMU Coordinator (Training & Process Documentation)	He / She will: Assist FMU Chief/ Assistant FMU Chief in Annual Plan & Implementation at <u>VSS</u> <u>level</u> Execute Capacity Building Plan, Gender Mainstreaming plan. Assist develop partnership & Network for IGAs, act as resource person for all Institutional Capacity Building Monitoring & reporting and Coordinate with VSS and other Monitoring & reporting and Coordinate with VSS and other Stakeholders in their Capacity Building. He/ She will also assist and take active steps in reporting, documentation and publicity.	Essential Qualification: Graduate in any Discipline (with more than 45% in aggregate in qualifying exam) Desirable Qualification: Post Graduate / MBA in any discipline. Essential Experience: 3 years experience in the field of Training & Process Documentation in respect of Micro Planning, Natural Resource Management, community based institution building, Livelihood Support activities. Desired Experience: Experience in implementing Govt Projects / Externally Aided Project for more than 1 year.
Monthly Remuneration	Rs.25,000/- per month (consolidated)	



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APPLICATION FORM

Post Applied for:

(Note: Use one form for one Post, Attach Bank Draft for each post Applied)

Attach a Self-Attested Photograph
(3cmx4cm)

1. First Name:

Last name:

2. Date of Birth:

(Certificate of proof to be attached)

3. Sex:

4. Present Contact Address:

5. Permanent Telephone No:
(STD Code) Number

6. Permanent Contact Address:

7. Present Telephone No:
(STD Code)

Office Number.

8. Email Address:

9. Mobile No:

10. Computer Literacy:

Mention all software(s) known /used

11. Education: High school onwards, please list all your qualifications

Degree	Institute/Board	Year	Division/ Marks (%)	Subjects	Full/ Part Time / Distance Learning
Matriculation					
+2 (Arts/Sc/Comm)					
+3 (Arts/Sc/Comm)					
P.G. (Specialization)					
Professional					
Others					

12. Employment Record :

Total years of post qualification experience :

Years of experience in Government :

13. Level of Proficiency in computers

MS Office Program	Ability to Use		
	Poor	Fair	Good
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 Organization	Nature of works by the applicant
1.						
2.						
3.						

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 Divisional Management Unit, Ghumsur South Forest Office and join as soon as or before one month of selection. In case of any constraint - please elaborate in the space provided:

In case of already employed person(s), NOC from 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

	<u>Referee 1</u>	<u>Referee 2</u>
Name:		
Address:		
Telephone/Cell Number:		
Organization:		
Designation:		
Your Professional Relationship with the Referee:		

Place:

Date:

Signature of the Applicant