

Terms of Reference of MIS Expert

in State Project Management Unit of ICZM Project, Odisha

1. Objectives of the Assignment

The objective of appointment of a MIS Expert is to provide technical support to ensure that hardware and software systems are fully functional. Create and generate reports in timely and accurate manner. It is also expected that technical help/ guidance can be provided to line departments to bring value addition to these sectors.

2. Job Description

He / She will be responsible for

- (i) Data processing, collection of data from all implementing departments and agencies.
- (ii) Programming data management
- (iii) Provide necessary support (data sharing) in preparation of activity progress reports.
- (iv) Any other duties / responsibilities that would be assigned to him by Project Director / Additional Project Directors.

3. Essential Qualification and Experience

Should be a B.Tech in Computer Science or Information Technology / Master in Computer Application / Statistics.

Should have at least 5 years of experience as MIS (Management Information System) Expert. Preference shall be given to the candidate(s) having experience in Govt. sector.

4. Age

The candidate should be within 50 years of age as on the date of advertisement.

5. Terms of Post

The post is purely temporary and the tenure of appointment shall be for one year. Further extension may be made by the authorities subject to satisfactory performance. Candidates must be willing and ready to travel extensively.

Deployment of such manpower at the time of completion or termination of the project will not be the concern/ responsibility of State Govt. / Govt. of India. Interested candidates may send their applications in plain paper **through registered post / speed post only** with brief bio-data, passport size photograph, attested copies of certificates in support of educational qualification, age and experience to the Project Director, ICZM Project Odisha, 1st Floor, Administrative Building, Regional Plant Resource Centre Campus, Nayapalli, Bhubaneswar-751015 on or before 19.01.2019. Only shortlisted candidates shall be called for interview. For further details, website of ICZM Project, Odisha (www.iczmpodisha.org) can be accessed.

6. Remuneration

INR 50,000 (Consolidated) Per Month (Negotiable)

Sd/-

Project Director, ICZMP, Odisha

Tel: 0674-2552311/12, Fax: 0674-2552313

Email: pd@iczmpodisha.org / admin@iczmpodisha.org

**Terms of Reference of
Documentation & Communication Officer**
in State Project Management Unit of ICZM Project, Odisha

1. Objectives of the Assignment

The objective of appointment of a Documentation & Communication Officer is to maintaining coherence of all project communication and establish a communication network with relevant departments or agencies. Support for production / preparation of project related communication materials, fact sheets and reports & its documentation.

2. Job Description

He / She will be responsible for

- (i) All project documentation.
- (ii) Creation of baseline database
- (iii) He/ She shall coordinate all inter sectoral departments and agencies for the project activity progress reports and any other relevant information.
- (iv) Assist the Steering Committee, Governing Body and all meetings / seminars / workshops for report & documentation.
- (v) Publicity of project activities and creation of awareness on positive impact of the project.
- (vi) He / shall act as Public Information Officer under RTI Act, 2005.
- (vii) Any other duties / responsibilities that would be assigned to him by Project Director / Additional Project Directors.

3. Essential Qualification and Experience

Should be a Post Graduate in Mass Communication / Journalism / Humanities.

Should have at least 5 years of experience in relevant field. Preference shall be given to the candidate(s) having experience in Govt. sector.

4. Age

The candidate should be within 50 years of age as on the date of advertisement.

5. Terms of Post

The post is purely temporary and the tenure of appointment shall be for one

year. Further extension may be made by the authorities subject to satisfactory performance. Candidates must be willing and ready to travel extensively. Deployment of such manpower at the time of completion or termination of the project will not be the concern/ responsibility of State Govt. / Govt. of India. Interested candidates may send their applications in plain paper **through registered post / speed post only** with brief bio-data, passport size photograph, attested copies of certificates in support of educational qualification, age and experience to the Project Director, ICZM Project Odisha, 1st Floor, Administrative Building, Regional Plant Resource Centre Campus, Nayapalli, Bhubaneswar-751015 on or before 19.01.2019. Only shortlisted candidates shall be called for interview. For further details, website of ICZM Project, Odisha (www.iczmpodisha.org) can be accessed.

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