

**DISTRICT WATERSHED MISSION, BOLANGIR**  
**ADVERTISEMENT**  
**WATERSHED MANAGEMENT TEAM**


District Watershed Mission, Bolangir intends to draw a panel of suitable candidates, who may be placed with Project Implementing Agencies (PIAs) for engagement as Watershed Development Team Members (in streams such as Social, Livelihood, Engineering and Micro Enterprise) as per actual requirements of the Integrated Watershed Management Programme (IWMP) in Bolangir district. The present requirement of the WMT members (which may change from time to time as per actual field requirements) is as follows:

Stream	Engineering	Livelihood	Social	Micro Enterprise	Total
Present Requirement	4 nos.	5 nos.	4 nos.	4 nos.	17 nos.

The engagement will be purely on contractual basis for a period of one year or till the completion of projects whichever is earlier.

The detailed Term of Reference, job responsibilities/conditions, eligibility criteria and the prescribed application format can be obtained from the websites [www.bolangir.nic.in](http://www.bolangir.nic.in) and [www.orissawatershed.org](http://www.orissawatershed.org). Interested candidates may send their applications in prescribed format (enclosed in a sealed cover super scribed on the top the category of position applied for, in capital letters so as to reach the Office of the Project Director, Watersheds, At- Sagarpada, Po/Dist – Bolangir, Odisha. PIN-767001 on or before 25th July, 2013 (5 P.M) by Registered Post/ Speed Post only. Incomplete applications, applications sent by courier / personal drop and applications not in the prescribed format shall not be entertained.

Only Short listed candidates will be called for interview.

  
Project Director  
Watersheds, Bolangir

## Eligibility Criteria

Discipline	Minimum Educational Qualification & Experience	Skill and attributes	Maximum Age as on 25.07.2013
WMT (Engineering)	Graduate Degree in Civil Engineering / Agriculture Engineering OR Diploma in Civil Engineering with a minimum of <b>one</b> year relevant work experience in Watersheds, Livelihoods, Rural Development, Natural Resource Management and Micro Enterprises etc.	<ul style="list-style-type: none"> <li>• Candidates with working knowledge on computer MS Excel, MS Word and MS PowerPoint will be given add advantage.</li> <li>• Knowledge in Oriya is essential.</li> <li>• The candidates must be willing to stay and travel extensively in remote villages in the project areas.</li> </ul>	45
WMT(Livelihoods)	Graduate in Agriculture/ Horticulture /Forestry/Veterinary/Fisheries/ Agriculture Engineering  OR Bachelors Degree in Science (CBZ) with at least <b>2</b> ( <b>Two</b> ) years relevant work experience in Watersheds, Livelihoods, Rural Development, Natural Resources Management and Micro Enterprises etc.	<ul style="list-style-type: none"> <li>• Candidates with working knowledge on computer MS Excel, MS Word and MS PowerPoint will be given add advantage.</li> <li>• Knowledge in Oriya is essential.</li> <li>• The candidates must be willing to stay and travel extensively in remote villages in the project areas.</li> </ul>	45
WMT (Social)	Post Graduate in Sociology/Social Works/ Rural Management/Rural Development with a minimum of <b>two</b> years relevant work experience in Watersheds, Livelihoods, Rural Development, Natural Resource Management and Micro Enterprises etc.	<ul style="list-style-type: none"> <li>• Candidates with working knowledge on computer MS Excel, MS Word and MS PowerPoint will be given add advantage.</li> <li>• Knowledge in Oriya is essential.</li> <li>• The candidates must be willing to stay and travel extensively in remote villages in the project areas.</li> </ul>	45



WMT (Micro Enterprise)	Post Graduate in Economics/Sociology/Social Work/Rural Management/Rural Development/MBA with a minimum of 2( Two ) years relevant work experience in Watersheds, Livelihoods, Rural Development, Natural Resource Management and Micro Enterprises etc.OR Post Graduate in Agriculture Economics	<ul style="list-style-type: none"> <li>• Candidates with working knowledge on computer MS Excel, MS Word and MS PowerPoint will be given add advantage.</li> <li>• Knowledge in Oriya is essential.</li> <li>• The candidates must be willing to stay and travel extensively in remote villages in the project areas.</li> </ul>	45
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### Other Conditions

- Watershed Management Team members recruited and engaged in one district will not be eligible to apply for the same position in any other district till completion of minimum one year service.
- The candidate who has rendered one cycle of contract (one year) has to produce a “**No Objection Certificate**” from the PIA duly countersigned by Project Director, Watersheds to apply to similar position in any other district, if, he/she continues to be on contract beyond one cycle of contract.
- The engagement will be purely on contractual basis for a period of one year or till the completion of projects whichever is earlier. On engagement, candidate will be paid a monthly consolidated remuneration of Rs 10,000/- and a fixed amount of Rs 1000/-per month towards meeting the traveling and other subsistence expenses. They shall abide by the rules and regulation stipulated by District Watershed Mission., Bolangir and required to tour extensively in rural areas.
- Only shortlisted candidate will be called for interview.
- The existing requirement may change as per field requirement.
- Applications sent by courier or personal drop will not be entertained.
- Incomplete applications, applications not in the prescribed format and applications reached after 25.07.2013 ( 5 P.M.) are liable to be rejected.

The applications in the prescribed format shall be enclosed in a sealed cover super scribed on the top the category of position applied for, in capital letters and reach the Office of the **Project Director Watersheds, At- Sagarpada, Po/Dist – Bolangir , Odisha. PIN-767001** on or before 25.07.2013 ( 5 P.M) by **Registered Post /Speed Post** only.



**PRESCRIBED APPLICATION FORMAT**

Position applied for In bold capital letters		Attach a recent passport size photograph with full signature on front bottom		
1	Name of Candidate (In capital letters)			
2	Father' Name	Sex: Male/Female		
3	Permanent Address	Address for Communication		
4	Contact Phone No( if any):	Email ID (if any):		
5	Date of Birth:	Age as on:(25.07.13):	Years	Months Days
Attach True Copy of H.Sc Certificate/Birth Certificate in support of Date of Birth				
6	<b>Educational Qualification: Attach attested copies of certificates and Mark sheets</b>			
	<b>Degree/Certificate</b>	<b>Year of Passing</b>	<b>Total Mark</b>	<b>Mark Secured</b>
	1. HSC 2. +2 or equivalent 3. Graduation/ B.Tech/ Diploma 4. Post Graduate			<b>% of mark</b>
7	<b>Relevant experiences if any: Attach attested copies of experience certificates</b>			
	<b>Organization</b>	<b>Period of Work</b>	<b>Nos. of completed months</b>	<b>Responsibilities Handled</b>
8	No objection certificate form Head of the organization:			
9	Whether the candidate is working as a WMT member in IWMP Projects : YES / NO If Yes, Name of the district, where working : <b>Date of engagement:</b> Whether completed one year of completed service as on 25.07.2013 : YES / NO			
	Date: Place:	Signature of Candidate		
<b>Undertaking:</b>				
The information furnished above is true to the best of my knowledge & belief.				
	Date: Place:	Signature of Candidate		

**N.B.: On the top of the envelope the category of post applied for shall be written in bold Capital Letters.**





### **Key Job Responsibilities: WMT (Engineering)**

- a. The WMT- Engineering member will report to the Project Implementing Agency (PIA) assigned to him and work closely with the Watershed Committee, PIA, Technical Experts at District and State level and will be responsible for.
- (i) Assisting General Body in constitution of the Watershed Committee and its functioning.
  - (ii) Organizing and nurturing User Groups and other Community Based Organizations
  - (iii) Conducting the participatory base line surveys. Training and capacity building
  - (iv) Undertake engineering surveys, prepare engineering drawings and cost estimates for all land based interventions.
  - (v) Preparing Detailed Project Reports (DPR) for the consideration of the General Body of the Watershed Committee
  - (vi) Assisting Watershed Committee (WC) in the formulation of the watershed action plan and Capacity building plans and facilitate implementation and monitoring
  - (vii) Facilitating the planning and implementation of Natural Resources based interventions namely; Soil and Water Conservation, Water Management, Water Harvesting and Common Property resources etc.
  - (viii) Mobilizing, organizing and building the capacity of the community to develop a participatory Natural Resources Management plan following the principles of Ridge to Valley approach
  - (ix) Ensuring that the Land based interventions reflected in the micro plans are pro-poor focused equitable and have incorporated adequate negotiations with well-offs, clear protocols for WDF contributions and trade-offs w.r.t. THE WELL BEING CLASSES.
  - (x) Monitoring, checking, assessing, undertaking physical verification and measurements of the work done.
  - (xi) Maintaining project records and accounts,.
  - (xii) Arranging physical, financial and social audit of the work undertaken.
  - (xiii) Preparation of monthly/quarterly/annual physical and financial planning and progress reports.
  - (xiv) Setting up suitable arrangements for post-project operation, maintenance and future development of the assets created during the project period.
  - (xv) Documentation and communication of better practices, success stories and learnings from the programme.
  - (xvi) Undertake any other activity as assigned by the PIA PD, Watersheds, Bolangir from time to time.

### **Key Job Responsibilities: WMT (Livelihood)**

- a. The WMT- Livelihoods member will report to the Project Implementing Agency (PIA) and work closely with the Watershed Committee, PIA, Technical Experts at District and State level and will be responsible for.
- (i) Assisting General Body of the Watershed Committee in constitution of the Watershed Committee and its functioning.
  - (ii) Organizing and nurturing User Groups. Self- Help Groups and other Community Based Organizations.
  - (iii) Conduction the participatory base-line surveys, training and capacity building.
  - (iv) Preparing detailed resource development plans to plans to promote sustainable livelihoods at household level.
  - (v) Preparing Detailed Project Reports (DPR) for the consideration of the General Body of the Watershed Committee
  - (vi) Assisting Watershed Committee (WC ) in the formulation of the watershed action plan and Capacity building plans and facilitate implementation and monitoring
  - (vii) Facilitate Common property resource management and equitable sharing.
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- (viii) Monitoring, checking, assessing, undertaking physical verification and measurements of the work done.
- (ix) Facilitating the development of livelihood opportunities for the landless.
- (x) Maintaining project records and accounts.
- (xi) Arranging physical, financial and social audit of the work undertaken
- (xii) Preparation of monthly/quarterly/annual physical & financial planning & progress reports.
- (xiii) Coordination and promotion of agriculture, horticulture, forestry, livestock and aquaculture related activities in the watershed.
- (xiv) Promote crops enhancing household nutrition and food security.
- (xv) Coordinating and converging with line departments like Agriculture, Horticulture, Livestock, Fisheries and health at block/district level to pull resources and inputs for watershed villages
- (xvi) Providing a focused support to small and marginal landholders and resource poor farmers negotiate for the poor so as to enable their easy access to project interventions
- (xvii) Ensuring that the Land based interventions reflected in the micro plans are pro-poor focused, equitable and have incorporated adequate negotiations with well-offs, clear protocols for WDF contributions and trade-offs w.r.t. the well being classes.
- (xviii) Identify existing gaps and constraints faced in limiting productions and productivity potentials; Build Capacity of farmers, CLWs and lead farmers so as to effectively transfer relevant technologies and package of practices.
- (xix) Setting up suitable arrangements for post-project operation, maintenance and future development of the assets created during the project period.
- (xx) Documentation and communication of better practices, success stories and learnings from the programme
- (xxi) Undertake any other activity as assigned by the PIA/PD, Watershed/PD, DRDA from time to time

#### **Key Job Responsibilities: WMT –Micro-enterprise**

- a. The WMT- Micro enterprise member will report to the Project Implementing Agency (PIA) and work closely with the Watershed Committee, PIA, Technical Experts at District and State level and will be responsible for.
  - (i) Assisting General body of the Watershed Committed in constitution of the Watershed Committee and its functioning.
  - (ii) Organizing and nurturing User Groups, Self-Help Groups and other Community Based Organizations.
  - (iii) Conduction the participatory base-line surveys, training and capacity building.
  - (iv) Preparing detailed resource development plans to promote sustainable livelihoods at household level.
  - (v) Preparing Detailed Project Reports (DPR) for the consideration of General Body of the Watershed Committee.
  - (vi) Assisting Watershed Committee (WC) in the formulation of the watershed action plan and Capacity building plans and facilitate implementation and monitoring
  - (vii) Monitoring ,checking, assessing, undertaking physical verification and measurements of the work done.
  - (viii) Facilitating the development of livelihood opportunities for the landless.
  - (ix) Maintaining project records and accounts.
  - (x) Arranging physical, financial and social audit of the work undertaken.
  - (xi) Preparation of monthly/quarterly/annual physical & financial planning & progress reports.
  - (xii) Analyze village based resources, products, skills and the scale of operations, design marketing strategies for different products so as to achieve maximum returns to the primary producer.
  - (xiii) Identify viable micro-enterprise options suitable for the area and facilitate individuals/SHGs in developing business plans and its implementation.
  - (xiv) Promote and build the capacities of the community on Collective and Cluster marketing approaches.
  - (xv) Identify potential sub-sector at cluster level and develop action plans for strengthening these sub sector along with developing the capacities of functionaries at Block and District levels.
  - (xvi) Develop forward and backward linkages for better marketing promote networking among secondary and tertiary markets.



- (xvii) Conduction Capacity Building events for individual/group members on value addition, processing, marketing and provide hand holding support during the execution of these activities
- (xviii) Coordinating with banks and Micro Finance institutions to ensure common norms are followed to capacitate village based women SHGs.
- (xix) Setting up suitable arrangements for post-project operation, maintenance and future development of the assets created during the project period
- (xx) Documentation and communication of better practices, success stories and learning from the programme.
- (xxi) Undertake any other activity as assigned by the PIA/pd, Watershed/PD,DRDA from time to time.

### **Key Job Responsibilities: WMT (Social)**

- a. The WMT- Social member will report to the Project Implementing Agency (PIA) and work closely with the Watershed Committee, PIA, Technical Experts at District and State level and will be responsible for.
  - (i) Assisting General body of the Watershed Committed in constitution of the Watershed Committee and its functioning.
  - (ii) Organizing and nurturing User Groups, Self-Help Groups and other Community Based Organizations.
  - (iii) Organizing left-out poor house holds into various groups based on their vulnerability and socio economic profiles and play catalytic role in promoting such SHGs as people's institutions at watershed level.
  - (iv) Analyzing the status and functioning of existing Self Help Groups (SHG) at watershed level; strengthen and provide capacity building inputs and hand holding support to those SHGs.
  - (v) Mobilizing women to ensure that the perspectives and interests of women are adequately reflected in the watershed action plan.
  - (vi) Conduction the participatory base-line surveys, training and capacity building.
  - (vii) Mobilizing the community to participate in planning process, ensure voice of poor & vulnerable sections of the community is incorporated in the planning process
  - (viii) Over all coordination and monitoring of the planning process while ensuring equality and gender issues at watershed/village level
  - (ix) Providing focused support to SC/SGTs, women and vulnerable groups and identifying various livelihoods need of these deprived sections.
  - (x) Preparing Detailed Project Reports (DPR) for the consideration of General Body of the Watershed Committee.
  - (xi) Assisting Watershed Committee (WC) in the formulation of the watershed action plan and Capacity Building plans and facilitate implementation and monitoring
  - (xii) Carrying out the Capacity Building events for existing CBOs, Watershed Committees, and Common Interest Groups etc. functioning at watershed level.
  - (xiii) Identify and build the capacity of Community Link workers.
  - (xiv) Mainstreaming SHGs into federation at watershed and Block level.
  - (xv) Facilitate Common property resource management and equitable sharing.
  - (xvi) Facilitate implementation of food security, gender, migration health and sanitation strategies under the programme
  - (xvii) Monitoring, checking, assessing, undertaking physical verification and measurements for the work done.
  - (xviii) Preparation of monthly/quarterly/annual physical & financial planning & progress reports.
  - (xix) Facilitating the development of livelihood opportunities for the landless.
  - (xx) Maintaining project records and accounts.
  - (xxi) Arranging physical, financial and social audit of the works undertaken.
  - (xxii) Setting up suitable arrangements for post-project operation, maintenance and future development of the assets created during the project period.
  - (xxiii) Documentation and communication of better practices, success stories and learning from the programme
  - (xxiv) Undertake any other activity as assigned by the PIA/PD, Watersheds/PD,DRDA from time to time

### Administrative Term of Reference for Watershed Management Team Members

- During the tenure of engagement, he/she shall abide by the rules and regulations of the District Administration / OWDM in force.
- During the period of his/her engagement in the project, he/she will be required to work and attend to duties as may be assigned by the PIA/PD, Watersheds, Bolangir
- This engagement does not confer any right to a regular appointment at any time in the WMT or any other State Govt. organization; the engagement is purely temporary and contractual in nature and shall not invite any legal recourse now or in the future.
- He/She shall be entitled to a maximum of 15 days of leave during the period of his/her contract, with prior approval of the PIA. He/She shall be eligible to avail 1 day leave for every one month of service rendered by him/her. Further, one day leave shall be credited to his/her leave account during completion of every four months service. Any unauthorized absence shall attract proportionate deduction from the consolidated monthly remuneration.
- That in the event of unauthorized absence beyond a period of fifteen days during the contract period or any other misconduct shall render him/her liable for immediate disengagement. The expression misconduct would mean improper or unprofessional behavior, bad management, misbehaviors etc. Whether an act is misconduct or not would be construed by the PD, Watershed at his/her discretion.
- He/she will be paid a monthly remuneration of Rs.10,000/- during the period of his/her engagement.
- He/She shall undertake a minimum of 20 days tour within the block, in a month, as assigned to him/her by PIA, For each tour conducted he/she shall submit a 'Back to Office' report to the PIA (Tour Report) every fortnightly. This report would also serve the purpose of tour diary.
- A fixed amount of Rs.1,000/- per month will be paid towards meeting the traveling and other subsistence expenses.
- He/She shall be held personally responsible for any loss sustained by the project through fraud or negligence on his/her part and the loss will be realized from him/her.
- PIA / PD, Watershed / OWDM shall not be liable for any compensation towards sickness and injury during the period of the contract.
- This contractual engagement can be terminated prematurely by the PD, Watersheds or by him/her after giving at least thirty days prior notice or by paying compensation equivalent to one month consolidated remuneration by either of the parties.
- Upon termination of this Agreement, he/she shall be liable to handover all the assets and records of the project in his / her possession to the PIA or any officer authorized by him
- All communications pertaining to this contract shall be made to the PD, Watershed through concerned PIA.
- He/she shall not take up any assignment with any other agency/organization during the period of the contract with PIA/PD, Watersheds.
- He/She shall submit monthly action plan and monthly work done reports to the PIA.
- He/She shall submit quarterly action plan and quarterly progress reports on his performance and activities to the PIA/PD, Watersheds. These reports would also be utilized by PIA,PD, Watersheds for evaluation of his/her performance
- He/She shall not indulge/associate in any association/union, or involve in any litigations that would hamper the work progress of the organization
- In case of any doubt/dispute in regard to implementation of any of the above clauses, the decision of the Director, Watershed Mission shall be final.

