



ବାଲେଶ୍ୱର ବନ୍ୟଜୀବ ବନଖଣ୍ଡ, ବାଲେଶ୍ୱର
OFFICE OF THE DIVISIONAL FOREST OFFICER
BALASORE WILDLIFE DIVISION

At/PO : KURUDA, Dist : BALASORE, PIN - 756056, ODISHA
Control Room : +91 - 9437691870 e-mail : dfowl_bls@yahoo.co.in /
dfo.balasurewl@odisha.gov.in



Advertisement Notice for Recruitment

CVs in prescribed format are invited from the interested candidates for recruitment as

S.L.No.	Name of the Post	No of Post	Consolidated Remuneration
1	Finance and Administrative Officer	01	Rs. 40,000/-

The F&A Officer will be based at District Project Management Unit (DPMU), C/O- Divisional Forest Officer, Balasore Wildlife Division and will be responsible for implementation of Enhancing Climate Resilience of India's Coastal Communities (ECRICC) Project activities in the Landscape of Talsari under DFO, Balasore. The initial period of engagement will be 1 (one) year with renewable in nature upon satisfactory performance for a maximum of 3 years or the closure of the Project whichever is earlier. The detail ToRs, eligibility criteria, remuneration, application format. etc. are available at www.baleswar.nic.in from 09th May 2023 till 24th May, 2023 (5 PM).

The signed copy of the CV along with necessary documents are to reach the C/O- Divisional Forest Officer, Balasore Wildlife Division, At / PO, Kuruda, Dist- Balasore, Pin:- 756056 latest by 5 PM of 24th May 2023 through Registered or Speed Post only. No other mode of communication will be entertained. The incomplete or applications received after due date and time will summarily be rejected and not to be considered for further processing.

The undersigned reserves the right to accept or reject any or all applications or to postpone the selection process without assigning any reason thereof.

Divisional Forest Officer
Balasore Wildlife Division - cum-
Nodal Officer, ECRICC Project,
Balasore District.

Terms of reference for hiring
Finance and Administrative Officer

Title: Finance and Administrative Officer (Ref: CG¹/FO:2/RC)

Duty Station – Puri/ Rajnagar (Kendrapada)/Berhampur (Ganjam) / Balasore

Education & Work Experience: Inter CA/Inter ICWA/ M.Com Degree with 3-year(s) experience and familiarity with Accounting and Software.

Languages: English and Odia

(Qualified Women Candidates are Strongly Encouraged to Apply)

Duration: 1 year (Renewable)

Remuneration: INR 40,000/- per month (Consolidated) and Travel Entitlements as admissible.

BACKGROUND

“Enhancing Climate Resilience of India’s Coastal Communities (ECRICC) project” is a joint initiative of Government of India and the Green Climate Fund (GCF) to enhance the resilience of the lives and livelihoods of the most vulnerable population, particularly women, in the coastal areas of India to climate change and extreme weather events, using an eco-system-centered and community -based approach. The project is being implemented in 7 landscapes of 4 coastal districts in Odisha (Puri, Kendrapada, Ganjam and Balesore). Eco-system restoration, Climate adaptive livelihoods in the agriculture sector and fishery related interventions are the key proposed interventions under the project to enhance livelihood resilience of the coastal vulnerable communities with diversified and enhanced income in addition to eco-system restoration interventions. Forest, Environment and Climate Change Department, Govt. of Odisha is the nodal department for overall supervision and implementation of ECRICC project.

This project will enhance the resilience of coastal communities throughout India, through the implementation of interventions under the following inter-linked outputs:

Output 1: Enhanced resilience of coastal and marine ecosystems and their services.

Output 2: Climate adaptive livelihoods for enhanced resilience of vulnerable coastal communities; and

Output 3: Strengthened coastal and marine governance and institutional frameworks for climate resilient management of coastal areas.

This above will be achieved through interventions in target landscapes in Odisha to i) protect and restore ecosystems such as mangroves, salt marshes, sea grass, watershed, and the services they provide, especially buffering storm surges, and ii) help communities adopt climate-adaptive

¹ The qualification of the staffs, remuneration package has been set as per the Minutes of the Rationalisation Committee Meeting held under the chairmanship of the Development Commissioner- cum Addl. Chief Secretary on 12.03.2021



livelihoods and value chains iii) mainstream EbA principles into coastal planning and governance, enabling intersectoral coordination for addressing climate risk across all of India's coastal states

ASSUMPTION:

The candidate must have understanding, information and technical knowledge on finance and administrative issues and concepts

JOB DESCRIPTION

The candidate will work under the direct supervision of the District Coordination Officer (DCO) and the Divisional Forest Officers, State Project Manager. S/he will act as the focal point in the district for overseeing the finance and administrative aspects of all activities under all three outputs of the project mentioned above at district and landscape level.

The incumbent shall perform the following tasks-

- A. Provide financial support to the District Project Management Unit (DPMU)
- B. Provide administrative support to the DPMU
 - A. Financial support to the DPMU-
 - Advise, support and guide project staff on project budget reallocations and chart of accounts coding, policy application and other financial matters.
 - Strive to identify ways in which project financial needs can be met within existing Government policies.
 - Provide financial monitoring reports and analysis of projects and advise project and operations teams on expenditure trends and implementation rates.
 - Develop tools and mechanisms for effective and efficient monitoring of project budget.
 - Coordinate with the SPMU in compilation of financial data and provide accurate and updated financial information on a continuous basis.
 - Create required vouchers in Atlas to apply deposits, disburse funds and adjust chart fields.
 - Management of cash receipts and petty cash.
 - Analyse accounts to ensure accuracy.
 - Assist DPMU in the fulfilment of its accountability obligations.
 - Assist in year-end closure processes.
 - B. Administrative support to the DPMU-
 - Administration and arrangement of meeting, appointment, and other briefings of DCO.
 - Organisation of regular meetings, draft routine correspondence and inter office circulars, preparation of the minutes and summaries of the actions to be taken, tracking of progress of the planned activities and follow up with the focal points.
 - Screening of all incoming communications, filter outgoing correspondence for supervisor's signature, clearance, and further action by other staff; wherever possible.
 - Adherence to appropriate protocol and correspondence guidelines by State Project Management Unit (SPMU) and Country office team when communicating with Government and other external partners.
 - Raising e-requisitions, vendor profiles and preparation of administrative forms.



- Use of automated office management system and automated filing system.
- Support to organization of advocacy events if required.
- Organization of trainings for DPMU staff on coordination, administration and protocol issues
- Contribution to knowledge networks and communities of practice.
- Any other work assigned by DPMU.

PROJECT LANDSCAPES WITH DISTRICTS and DPMUs

Sl. No.	District	Landscapes Covered	DPMU Location
1	Balasore	Talsari	O/O DFO, Balasore WL

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

- Inter CA / Inter ICWA/ M.Com Degree
- At least 3 years of relevant experience (post qualification) in general administration, finance, accounting and software and project support service, field work, management, and coordination from the date of completion of essential qualification
- Experience of working with State Government.
- Experience in the usage of computers and office software packages (MS Office) and knowledge of spreadsheet and data base packages, experience in handling web-based management systems.
- Experience in usage of Tally software is essential
(Women candidates are strongly encouraged to apply)

Maximum Age Limit: 50 years as on date of application.

ESSENTIAL / DESIRABLE:

- Working knowledge on Computer programs like Ms Office is essential and good presentation skill.
- The candidate should be enthusiastic and willing to work in coastal areas involving visits through creeks and long walks in difficult terrain.
- Effective written and oral communication skills in Odia & English.
- Knowledge on Institutional frameworks at rural coastal community.

PERFORMANCE MANAGEMENT & TERMINATION:

- The engagement of the Finance and Administrative Officer for this assignment is for an **initial period of 1 year** with the District Project Management Unit (DPMU) of ECRICC's project districts and may be extended up-to a **maximum period of 3 years or closure of ECRICC project** in Odisha subject satisfactory performance of the Finance and Administrative Officer concerned

- Use of automated office management system and automated filing system.
- Support to organization of advocacy events if required.
- Organization of trainings for DPMU staff on coordination, administration and protocol issues
- Contribution to knowledge networks and communities of practice.
- Any other work assigned by DPMU.

PROJECT LANDSCAPES WITH DISTRICTS and DPMUs

Sl. No.	District	Landscapes Covered	DPMU Location
1	Balasore	Talsari	O/O DFO, Balasore WL

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

- Inter CA / Inter ICWA/ M.Com Degree
- At least 3 years of relevant experience (post qualification) in general administration, finance, accounting and software and project support service, field work, management, and coordination from the date of completion of essential qualification
- Experience of working with State Government.
- Experience in the usage of computers and office software packages (MS Office) and knowledge of spreadsheet and data base packages, experience in handling web-based management systems.
- Experience in usage of Tally software is essential
(Women candidates are strongly encouraged to apply)

Maximum Age Limit: 50 years as on date of application.

ESSENTIAL / DESIRABLE:

- Working knowledge on Computer programs like Ms Office is essential and good presentation skill.
- The candidate should be enthusiastic and willing to work in coastal areas involving visits through creeks and long walks in difficult terrain.
- Effective written and oral communication skills in Odia & English.
- Knowledge on Institutional frameworks at rural coastal community.

PERFORMANCE MANAGEMENT & TERMINATION:

- The engagement of the Finance and Administrative Officer for this assignment is for an **initial period of 1 year** with the District Project Management Unit (DPMU) of ECRICC's project districts and may be extended up-to a **maximum period of 3 years** or **closure of ECRICC project** in Odisha subject satisfactory performance of the Finance and Administrative Officer concerned

- DFO (District level Nodal Officer of ECRICC Project) shall review the performance of Finance and Administrative Officer on yearly basis and after satisfactory performance of Finance and Administrative Officer, the engagement of Finance and Administrative Officer may be extended for another One year.
- The candidate will undertake in a stamped paper affidavit at the beginning to abide by Government rules and conduct and will not claim for permanently and any other benefit from Government other than what is prescribed in this ToR.
- On disengagement, the Finance and Administrative Officer will handover all the documents and records of the project to DCO.
- The Finance and Administrative Officer is liable to follow the conduct rules and may be disengaged at any time for misconduct.
- Any further condition can be incorporated by the DLCC for smooth operation of the project.

A handwritten signature in black ink, consisting of several stylized, overlapping loops and lines, positioned in the center of the page.

Enhancing Climate Resilience of India's Coastal Communities (ECRICC)
 Forest, Environment and Climate Change Department, Govt. of Odisha
 DISTRICT PROJECT MANAGEMENT UNIT (DPMU), BALASORE
APPLICATION FORM

Position applied for:		Paste your recent Passport size photograph
Date of application		

1. Personal Details

(First Name)

(Surname)

Name of the Candidate (Ms, Mrs, Mr)		
<u>Address</u>	<u>Permanent</u>	<u>Present</u>
Mobile:		
Telephone -:		
E-mail address		
Age (As on 31.05.2022)		
Category (ST/SC/ OBC/General)		
Sex: (Male/ Female)		
Marital Status		

2. Education Qualification (10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/ Grade



Enhancing Climate Resilience of India's Coastal Communities (ECRICC)
Forest, Environment and Climate Change Department, Govt. of Odisha
DISTRICT PROJECT MANAGEMENT UNIT (DPMU), BALASORE

Other trainings / qualifications including relevant short training courses

Course	Duration	Institution	Details

3. Computer Literacy:
(Mention all software known/used)

4. Employment / Experience Records (Starting from Current/Recent Employment)

Name and Address of the Employer	Designation	Period	Experience in years and Months	Brief description of duties

Enhancing Climate Resilience of India's Coastal Communities (ECRICC)
 Forest, Environment and Climate Change Department, Govt. of Odisha
 DISTRICT PROJECT MANAGEMENT UNIT (DPMU), BALASORE

Language Proficiency (Please tick in the appropriate box)

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 _____)									

6. Reference: (Two persons with whom you have professionally reported)

Reference 1	Reference 2

Declaration:

I do hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature / appointment may be cancelled / terminated without any further notice.

Date:
Place:

Signature of the Applicant

