



ODISHA STATE WATER & SANITATION MISSION

(RURAL DEVELOPMENT DEPTT. GOVT. OF ODISHA)

Advertisement No. 11261 Date 5.12.2016

STATE LEVEL CONTRACTUAL ENGAGEMENTS FOR SWACHH BHARAT MISSION (GRAMIN) & NATIONAL RURAL DRINKING WATER PROGRAM

Odisha State Water & Sanitation Mission (OSWSM) under Rural Development Deptt. Govt. Of Odisha is the apex organisation implementing Swachh Bharat Mission (Gramin) & National Rural Drinking Water Program (NRDWP) in the rural areas of Odisha. The key objective of the programs is to improve piped water and sanitation coverage through decentralized service delivery systems. The State Level Consultants are expected to provide the required technical and managerial support to OSWSM & DWSMs for planning, designing and implementing the programs.

The Chief Engineer, RWS&S (Sanitation) & Director, WSSO invites applications from the interested and eligible candidates having requisite qualifications, experience and exposure for the following posts within **15 days** of publication of the advertisement.

Posts	Nos	Posts	Nos
State WSSO Consultant - IEC	1	State WSSO Consultant – Hydro-Geologist	1
State WSSO Consultant - HRD	1	State WSSO Consultant – Water Quality	1
State WSSO Consultant – M&E-cum-MIS	1	State WSSO Consultant – Solid & Liquid Waste Management	1
State WSSO Consultant – Sanitation & Hygiene	1		

All the applications are to be sent through Registered Post/Speed Post/ Courier only to the Chief Engineer, RWS&S (Sanitation) & Director, WSSO as per the address mentioned below in a sealed envelope with superscription of the post applied for. The Chief Engineer, RWS&S (Sanitation) & Director, WSSO reserves the right to fill up/ reject any of the posts without assigning any reason thereof.

List of Enclosures

1. Letter of Application
2. Self certified Curriculum Vitae Form
3. Self certified copies of educational certificates
4. Self certified copies of work experience
5. Self certified passport size color photograph

Chief Engineer, RWS&S (Sanitation) & Director, WSSO

Ground Floor, Jal O Parimal Bhawan, Unit-V, Bhubaneswar, Odisha-751001,

Ph : 0674-2392171, Fax : 2395423

Details of the Posts

No	Position	Minimum Qualification	Monthly Consolidated Remuneration (in Rs)	Age Band	Minimum Experience
1	State Consultant- IEC	Postgraduate degree in Mass Communications/ Science/HRD/Environmental Engineering/ Social Work/Social Science/ MBA / Rural Management	40,000	30 to 62 Years	3 Years
2	State Consultant - HRD	Post-Graduate degree in MBA (HRD)/ Science/ Social Science /Environmental Science/ Environmental Engineering/ Rural Management / PM & IR	40,000	30 to 62 Years	3 Years
3	State Consultant - M&E cum MIS	Degree in Environmental Science /B. Tech in Computer Science / Electronics / IT /Public Health Engineering or Post Graduate degree in Science/ Statistics/ MBA / PGDBM / Social Science	40,000	30 to 62 Years	3 Years
4	State Consultant - Sanitation & Hygiene	Postgraduate degree in Science/Environmental Engineering/Social Work/Social Science/MBA / PGDBM / Rural Management / Public Health Hygiene Education.	40,000	30 to 62 Years	3 Years
5	State Consultant - Hydro-Geologist	Postgraduate degree in Geology/Applied Geology or equivalent qualifications.	50,000	30 to 62 Years	3 Years
6	State Consultant- Water Quality	Post Graduation in Science specially in Chemistry/Bio-Chemistry/Natural Resource (Environmental Science) Management	40,000	30 to 62 Years	3 Years
7	State Consultant - Solid and Liquid Waste Management	Degree in Civil Engineering with Post Graduation in Environmental Engineering/ PH Engineering/Solid Liquid Waste Management	50,000	30 to 62 Years	3 Years

JOB DESCRIPTION OF VARIOUS POSTS

STATE WSSO CONSULTANT - IEC

Tasks:

- I. Carryout various IEC activities under Rural Water Supply and Sanitation Programme.
- II. Develop guidelines, manuals and technical notes on Programme Communication for all the programmes under WATSAN Sector.
- III. Preparation of Annual IEC plan for the State and guide the districts to prepare their own plans..
- IV. Developing and dissemination of available IEC materials for Water & Sanitation to all Districts and Blocks organizing IEC campaign, communication training.
- V. Documentation of success stories/best practices/institutional arrangements etc.
- VI. Assist in organizing review meetings, seminars, workshops on communication for sanitation/ hygiene education; prepare base papers and final reports.
- VII. To advise District implementing agencies on IEC aspects of RWS & SBM implementation (demand creation/IEC on promotion of School Sanitation & Hygiene Education, Technical options, alternative delivery systems, self-help groups, micro-financing for water & sanitation).
- VIII. Prepare quarterly progress reports for discussions and review with district and block functionaries.

Minimum requirements:

- I. A Postgraduate degree in Science/HRD/Environmental Engineering/Social Work/Social Science/ Mass Communications / HRD / MBA / Rural Management.
- II. At least 3 years experience in the field of communication on Rural Water Supply & Sanitation/Community Health/Rural Development or similar field. Knowledge of participatory methods and their application will be an added advantage.
- III. Good knowledge & experience of the rural water supply & sanitation programmes, PRI systems and NGO network.
- IV. Experience in Communication Strategy development, implementation and impact assessment of IEC interventions.
- V. Knowledge, ability to use computer, MS Office including graphics is essential.
- VI. Excellent written and oral communication skills.
- VII. Ability to work independently without any secretarial support.
- VIII. Should be updated on development issues, social policies and have the ability to liaise with various departments, institutions, NGOs and experts.
- IX. Ability to establish good working relationships, analyse, negotiate will be added advantages.
- X. Requires extensive travel throughout the State in public conveyance.

STATE WSSO CONSULTANT - HRD

Task:

- I. Prepare HR Policy and Manual of OSWSM
- II. Identify training needs and develop suitable training modules for RWS, SBM and School Sanitation
- III. Prepare Annual Capacity Building Plan for the State and guide the districts in preparing their plans
- IV. Analyze progress reports sent by Districts on HRD programmes for review
- V. Record and update all fund releases to States/Districts
- VI. Follow up with Districts for regular monthly/quarterly/annual online reporting
- VII. Visit Districts to monitor implementation as and when directed
- VIII. Prepare and analyze quarterly progress reports for discussion and review with District and Block level functionaries
- IX. Undertake any other assignment as directed by Director, WSSO

Minimum requirements:

- I. Post-Graduate degree in Science/ Social Science/ Environmental Science/ Environmental Engineering/ MBA (HRD) / Rural Management / PM & IR.
- II. At least 3 years experience in Conducting Trainings/Human Resource Development related to Rural & Community Development or similar field.
- III. Knowledge of participatory methods and their application will be an advantage
- IV. Preference for candidates with experience in Rural Water Supply and Rural Sanitation Programme.
- V. Knowledge, ability to use Computer; MS Office including graphics is essential.
- VI. Should have excellent written and oral communication skills.
- VII. Should be updated on development issues, social policies and the ability to liaise with different departments, resource institutions, NGOs, individual experts.
- VIII. Ability to work with various partners; establish good working relationships; ability to analyze, negotiate will be additional advantages.
- IX. Requires extensive travel throughout the State in public conveyance.

STATE WSSO CONSULTANT: M&E-CUM-MIS

Tasks:

- I. Tasks: Ensure data up-dation and online reporting for all the ongoing RWS&S Projects/Programmes under Rural Water Supply and Sanitation sector.
- II. Undertake independent monitoring of the implementation of an evaluation of the RWS and Swachh Bharat Mission (G) programmes including Water Quality Monitoring & Surveillance.
- III. Analyze physical and financial progress and prepare status report for SWSM/ SLSSC meetings.
- IV. Critically analyze the processes adopted under RWS and SBM in each district & Prepare review report
- V. Liaise with key / resource institutions for developing a monitoring network.
- VI. Assist in organize review meeting, seminars, workshops, on M&E aspect of the RWS&S programmes.
- VII. Visit districts and blocks to monitor & evaluate the M&E programmes adopted and submit report to Director (WSSO).
- VIII. Undertake any other assignment as directed by Director (WSSO).

Minimum requirements

- I. A degree in environmental Science /Public Health Engineering or Post Graduate degree in Science/ Statistics/ MBA / Social Science / B. Tech in Computer Science / Electronics / IT / Environmental Science /Public Health Engineering or Post Graduate degree in Science/ Statistics.
- II. At least 3 years experience in the field of monitoring or Rural Water Supply and Sanitation, Rural Development Programmes.
- III. Good knowledge of RWSS/ Rural Development Programmes and PRIs functioning
- IV. Knowledge of Evaluation, Monitoring and Appraisal of RWSS/ Rural Development programmes.
- V. Knowledge and ability to use computer, MS office including graphics is essential.
- VI. Knowledge of web based / web enabled M&E programmes desirable
- VII. Excellent written and oral communication skills
- VIII. Ability to work independently without any secretarial support
- IX. Should be updated on dev elopement issues, social policies and have the ability to liaise with various departments, institutions, NGOs and experts
- X. Ability to establish good working relationships analyze, negotiate will be additional advantages.
- XI. Requires extensive travel throughout the State in public conveyance.

STATE WSSO CONSULTANT- SANITATION & HYGIENE

Tasks:

- I. Promote water-health interaction in the socio economic cultural set up in rural areas.
- II. Development of appropriate rural sanitation technology.
- III. Promote school sanitation & hygiene education.
- IV. Promote sanitation among parents and particularly among mothers coming to Anganwadi Centres.
- V. Organizing training programmes for District/Block/GP level stake holders & functionaries.
- VI. Develop literature for sanitation & hygiene education.

Minimum requirements:

- I. A Postgraduate degree in Science/Environmental Engineering/Social Work/MBA / Rural Management / Public Health Hygiene Education.
- II. At least 3 years work experience in WATSAN Sector, Rural Health & Hygiene, School Sanitation & Hygiene Education.
- III. Experience in liaison with various stake holders, organization and ability of coordination and online independent feeding of information.
- IV. Good knowledge of RWSS/Rural Development Programmes and PRIs functioning.
- V. Knowledge and ability to use Computer, MS Office including graphics is essential.
- VI. Excellent Written and oral communication skills.
- VII. Ability to work independently without any secretarial support should be updated on development issues, social policies and have the ability liaison with various departments, institutions, NGOs and experts. Ability to establish good working relationships analyze, negotiate will be additional advantages.
- VIII. Requires extensive travel throughout the State in public conveyance.

STATE WSSO CONSULTANT - HYDRO-GEOLOGIST

Task:

- I. Preparation of District and Village water security plan-plotting of all existing water sources available in village including existing hand pumps, open wells (both Govt. and Private sources) water requirement of the village for drinking and the area of interest for further exploration of source.
- II. Location of all sources (spot sources as well as sources for PWS schemes) and identification of problem areas related to source.
- III. Overlaying different layers for analysis and correlation in a GIS environment.
- IV. Integration of Geographic data (Coordinates, Village, Habitations) with attribute data no. of habitations covered, population covered, no. of Stand Posts in habitation/village status of UGR/OHR in the village etc.
- V. Location of surface water harvesting and ground water recharge structures at suitable place, it is possible to develop a model base on the existing factors and arrive at a suitable water resource action plan.
- VI. Create Digital Elevation Model/Digital Terrain model to facilitate drinking water supply to villages.
- VII. Data entry, handling and analysis in a GIS environment to generate meaning full output to facilitate exploration for supply of drinking water from ground water and surface water source.
- VIII. To help for planning and management using Remote Sensing and GIS technology.

Minimum requirements:

- I. A Postgraduate degree in Geology/Applied Geology or equivalent from a recognized University.
- II. At least minimum 3 years of experience in Rural Drinking Water Supply Sector.
- III. Experience in Geology and Geophysical techniques for exploration of ground water in hard rock and alluvial formation especially coastal Saline Tract.
- IV. Knowledge in Hydrogeological mapping, water quality mapping, geophysical logging and preparation of technical reports and familiar with different drilling techniques and well design.
- V. Knowledge on aquifer management and artificial recharge.
- VI. Knowledge, ability to use computer, MS Office including graphics is essential.
- VII. Excellent written and oral communication skills.
- VIII. Ability to work independently without any secretarial support.
- IX. Should be updated on development issues, social policies and have the ability to liaise with various departments, institutions, NGOs and experts.
- X. Requires extensive travel throughout the State in public conveyance.

STATE WSSO CONSULTANT- WATER QUALITY

Tasks:

- I. Facilitate Water Quality Testing, monitoring of water quality & surveillance by guiding & training Laboratory Staff of District & Sub-Divisional Laboratories.
- II. Ability to set up water testing Laboratories, carry out research and development, impart training and develop training modules in water quality monitoring and surveillance for various stake holders, guide community participation.
- III. Preparation of quality manual and quality policy of the Laboratories.

Minimum requirements:

- I. Post Graduation in Science especially in Chemistry/Bio-Chemistry/Natural Resource Management with minimum 3 years work experience in WATSAN Sector, Rural Health & Hygiene.
- II. Heading and setting up of Laboratory at State level /District/Sub-division .
- III. Experience of working in National Accreditation Board for Testing Calibration Laboratories (NABL) will be given preference.
- IV. Developing training modules/materials for training various stake holders at State/District/Sub-Divisional level.
- V. Coordinate with other Laboratories and Institutions in case of emergencies.
- VI. Ability to supervise and undertake research work in water supply sector.
- VII. Ph.D qualification will be an added advantage.
- VIII. Knowledge, ability to use computer, M.S Office including graphics.
- IX. Requires extensive travel to all Divisional & Sub-Divisional Laboratories in the State in public conveyance

STATE WSSO CONSULTANT- SOLID AND LIQUID WASTE MANAGEMENT

Task:

- I. To guide to prepare State Level Action Plan and DPR
- II. To follow- up with Districts for regular monthly/quarterly/annual on line reporting
- III. Visit to Districts to monitor implementation as and when directed
- IV. Prepare and analyze progress report
- V. To provide site specific advise (technical design, BoQ and implementation strategy on Waste Management)
- VI. Undertake any other assignment as directed by Director, WSSO
- VII. Understanding of management issues related to technical solutions around liquid and solid waste disposal

Minimum requirements:

- I. Degree in Civil Engineering with Post Graduation in Environmental Engineering/ PH Engineering/Solid Liquid Waste Management.
- II. At least 3 years experience related to Urban/Rural & Community Development or similar field.
- III. Proven experience in safe and efficient management (collection, transport, treatment and final disposal) of Solid and Liquid Waste in rural context
- IV. Knowledge of participatory methods and its application
- V. Preference for candidates with experience in SLWM programme
- VI. Knowledge and ability to orient district level functionaries on SLWM in rural context
- VII. Excellent written and oral communication skill
- VIII. Knowledge and ability to use Computer, MS Office including graphics is essential
- IX. Ability to work independently without any Secretarial Support, should be updated on developmental issues, Social Policies and have the ability liaison with various Departments
- X. Requires extensive travel throughout the State in public conveyance

Format for Submission of Curriculum Vitae (CV)

<p style="text-align: center;">INSTRUCTIONS</p> <p>Please answer each question clearly and completely. Type or print in ink. Read carefully and follow all directions.</p>	<p style="text-align: center;">POST APPLIED FOR:</p> <p style="text-align: center;">STATEMENT OF PERSONAL HISTORY</p>	
1. Family name (Surname)	First Name	Middle Name
2. Date of Birth : Day Month Year	3. Sex Male Female	
4. Permanent address	5. Present address if different from that indicated in box 4	5. Office Telephone no.
Telephone No.	Telephone No.	Telephone No. (messages) Fax: Email:
6. Knowledge on Computer Applications :		

7. EDUCATION: Give full details (School to University)- NB Please give exact titles of degrees in original language

A. University or equivalent (most recent first) of the educational institutions you have attended and other specialized courses. Give the exact name of institution and title of degrees, diplomas, etc. (Please do not translate or equate to other degrees.)

Name, place	Attended From/To		Certificates, diplomas or degrees and academic distinctions obtained	Main course of study	% / Grade obtained
	Mo/Year	Mo. /Year			

8. List any significant publications you have written (do not attach them).

9. EMPLOYMENT RECORD: Starting with your present post, list in reverse order every employment you have had. Use a separate block for each employment. If you need more space, attach additional pages of the same size.

A. PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)

FROM		TO		EXACT TITLE OF YOUR POST:
Month	Year	Month	Year	
NAME OF EMPLOYER:			TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER			NAME OF REPORTING AUTHORITY	
			NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES AND ACHIEVEMENTS				

B. PREVIOUS POSTS (IN REVERSE ORDER - i.e. MOST RECENT POSTS FIRST)

FROM		TO		EXACT TITLE OF YOUR POST:
Month	Year	Month	Year	
NAME OF EMPLOYER:			TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER			REPORTING AUTHORITY	
			NO. AND KIND OF EMPLOYEES SUPERVISED BY YOU:	REASON FOR LEAVING:
DESCRIPTION OF YOUR DUTIES AND ACHIEVEMENTS				

10. References: list **three** persons not related to you who are familiar with your character and qualifications and who may be contacted for a reference. DO NOT REPEAT NAMES OF SUPERVISORS LISTED UNDER ITEM 9.

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

11. State in 300 words Why You think You are Most Suitable? for the position.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omissions made by me on the CV form or other documents enclosed herewith if found false will render cancellation of my candidature / position to termination or dismissal.

DATE:

SIGNATURE:

Note: Please submit self certified photocopies all educational certificates, experience certificates.