

VACANCY ANNOUNCEMENT

Indian Red Cross Society, Odisha State Branch invites applications from Indian Nationals to join the following positions.

SL. No.	Name of the Post	No. Of Posts.	Minimum Educational Qualifications	Minimum years of Experiences	Place of Posting
01.	Joint Secretary	01	Retired Administrative Officers of Government.	A minimum 20 years experience in different position of Government.	Bhubaneswar, Odisha
02.	State Project Co coordinator	01	Post-graduate degree in Management, Humanities or other related field	A minimum of 3 years of experience in Project Management	Bhubaneswar, Odisha
03.	State Disaster Management Co ordinator	01	Post-graduate degree in Management, Social Work or any other Social Science	A minimum of 5 years of experience in Disaster Management field	Bhubaneswar, Odisha

Interested/eligible candidates should apply with their updated CV and along-with self attested copies of mark sheets and certificates indicating complete postal address, Contact Phone Number and e-mail id etc. along with two recent passport size photos and two references to **"The Honorary Secretary, Indian Red Cross Society, Odisha State Branch, Red Cross Bhawan, Unit-9, Pandit Jawaharlal Nehru Marg, Bhubaneswar-751022. Super-scribe the evolve with the Project Title and Position Name.** Incomplete applications without the above mentioned documents will be rejected. For more details visit our website www.odisharedcross.org. The decision of The Honorary Secretary regarding selection of the candidates will be final and no correspondence will be entertained in this regard.

Last date of the receipt of the application will be 05th. September.2020

**Sd/- Honorary Secretary
IRCS-OSB,
Bhubaneswar**

**Indian Red Cross Society-Odisha State Branch (IRCS-OSB)****Job Description**

Job title/ Designation	State Project Coordinator
Project	Community Based Water and Sanitation Project
Grade/Band/Level	-
Place of work (duty station)	Bhubaneswar, Odisha
Reports to	Honorary Secretary IRCS-OSB
Supervision	Social mobilization, Finance Manager, Consultants, Contractors
Remuneration	Rs 30,000/- PM
Job Description	To lead all project-related assessments, planning and technical design, budget management, monitoring, evaluation, and reporting activities through the whole project cycle - start-up, implementation, and close-out - in line with IRCS project quality principles and standards, donor requirements, and good practices.
Key Accountabilities/ Responsibilities	<ul style="list-style-type: none">▪ To identify the needs of the most vulnerable populations through regular visits and through the design and implementation of relevant needs assessments in close collaboration and coordination with all relevant stakeholders.▪ To develop and define detail work plan, schedule, budget, and project implementation modalities and methodologies (including, but not limited to technical specifications, identification and registration of beneficiaries, distribution, and sensitization).▪ To ensure that activities and projects adopt best practice principles and are compliant with necessary regulation, legislation and standard nationally or internationally.▪ To manage projects and resources effectively so that deliverables are achieved within set budgets, timelines, and standards.▪ To coordinate activities required to ensure proper financial, material, methods, and human resource management for quality implementation.▪ To lead the development of all technical tools related to projects (technical guidelines, ToRs for consultants and evaluators, ad hoc reports, contracts, etc.).▪ To analyze the appropriateness, adequacy and potential impact of all interventions in the projects based on known contexts and needs▪ To conduct periodic budget reviews and follow-up with all the staff on timely submission of financial reports to facilitate proper tracking of resource use.▪ To monitor, evaluate and report on the impact of activities to meet needs, build capacity, and ensure learning is disseminated and used to improve performance.▪ To disseminate tools, research, best practices, and lessons learned internally and externally through publications, networks, working groups, workshops, etc.▪ To assist with preparation of activities reports and disseminate results and review project documentation to ensure project file is complete with all required documentation and is filed per IRCS and donor requirements.▪ To coordinate and represent IRCS with donors, working groups, relevant local partners and relevant local government and community actors for project related issues and working groups.▪ To engage and strengthen partnerships relevant to the respective projects, applying appropriate application of partnership concepts, tools and approaches while at the same time to identify opportunities to collaborate and coordinate efforts with other stakeholders to ensure the project build upon - rather than replicate - the work of others.



- To provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance appraisal for direct reports.
- To train and provide technical support and guidance to the WASH Officer,Accounts, Construction officer, Data entry officer, GP coordinator, RC volunteers to implement the project to a high-quality standard. Effectively manage human resources and provide timely and effective performance reviews
- To liaise with all technical staff on a regular basis to ensure technical assistance is provided to projects when needed.
- To take lead in base line and end line report, disaggregated data, develop TOR for consultants for project evaluation and other relevant studies
- To build strong coordination with project partners, RC district branches, Gram panchayat and other stakeholders.
- To prepare and submit reports (monthly, quarterly and annually) ensuring quality control measures
- Manage budgets and expenditures according to policies of IRCS
- Ensuring that milestones are achieved according to the plans of action or putting in place mitigation plans.
- Revise / update guidelines and any other documents as and when needed
- Initiate and facilitate processes for building evidence of impact and greater visibility of the project at various levels, both within and outside IRCS
- Represent IRCS-OSB and participate in meetings at the district level.
- Be responsible for any other tasks assigned by the line manager from time to time

CLOSING PHASE

- Prepare exit plans in close coordination with IRCS
- Prepare detailed records of completed work
- Prepare final reports
- Any other task as assigned by line manager

Person Specification/Qualification, Skills and Competencies:

Education	Required	Preferred
Post-graduate degree in Management, Humanities or other related field	X	

Work experience	Required	Preferred
A minimum of 3 years of experience in Project Management	X	
Experience of managing development projects, out of which minimum two years should have been with a grassroots development organization	X	
Experienced in planning and budgeting	X	
Experienced to work in leading a team	X	
Working experience with IRCS, IFRC or any Red Cross / Red Crescent or other INGO's		X

Skills and Competencies	Required	Preferred
Have experience of working with vulnerable groups of the society.	X	
Have good communication and report writing skills	X	
Fluent in Odia and English (written and spoken)	X	
A good team player and gender sensitive	X	
Fluency in Hindi		X
Have proficiency in all applications of MS Office, especially Word and Excel	X	
Able to work under stress, possible long working hours	X	
Demonstrated ability to work with people with diverse backgrounds	X	



Indian Red Cross Society-Odisha State Branch (IRCS-OSB)

Job Description

Job title/ Designation	Disaster Management Coordinator
Project	All projects under the IRCS-OSB related to emergency management- Floods, cyclone, epidemic, Fire, Humanitarian crisis and Conflict
Remuneration	Rs 30,000/ PM
Grade/Band/Level	-
Place of work (duty station)	Bhubaneswar, Odisha
Reports to	Honorary Secretary IRCS-OSB
Work with	Establishment, Junior and Youth Red Cross, District Red Cross, National Head quarters DM department, donor funded projects, bilateral and multi-lateral cooperation
Job Description	To oversee, coordinate and provide management oversight to operational and technical aspects of Disaster Preparedness, Response and emergency management- DREF, Appeals
Key Accountabilities/ Responsibilities	<p>Disaster Response</p> <ul style="list-style-type: none"> • Provide technical support in assessment, planning and implementation of disaster response operations- Floods, Cyclones, Fire disasters and other such events that affect human live and livelihoods • Responsible for ongoing Disaster Responses programs (DREF/ Appeal etc) • Coordinate with OSDM, other the humanitarian agencies (NGOs, INGO, Inter-agency group, and other coordination platform). • Recommend IRCS-OSB management about global standards, Red Cross Movement standards while responding to humanitarian emergencies. • Disaster Risk Reduction • Strengthen volunteer network, SERVs and youth Red Cross wings of the IRCS to be engaged in community resilience building through dissemination of strategies and evaluation of opportunities. • Train OSB team and volunteers on Vulnerability and Capacity Assessments, Community Preparedness and other Community-Based Disaster Response tools and programming. • Support staff and volunteers to develop, pilot, and share learning on CBDRR/resilience programme and preparedness innovations. • Design strategies, partnerships and interventions to guarantee the programs are need based, inclusive, and have a strong community participation and engagement component • Conduct training needs assessment, develop training curriculum and tools appropriate for programme implementation and evaluation • Bringing coherence between different components of OSB projects linked to disaster management, development, economic security, youth development, and humanitarian emergency operations. <p>Project Cycle Management</p> <ul style="list-style-type: none"> • To identify the needs of the most vulnerable populations through regular visits and through the design and implementation of relevant needs assessments in close collaboration and coordination with all relevant stakeholders. • Promote good knowledge management, documentation, and learning. • Explore new project opportunities and facilitate new grant mobilization, partnership building with civic organization, corporate bodies

- Lead with proposal development; concept development, project development, budget and track reporting, spending, and fulfillment of contracts
- Document key decision, risk register, decision logs and maintain all files and related to the programme, budget
- Support at site to the project team and the partner in programme implementation
- To develop and define detail work plan, schedule, budget, and project implementation modalities and methodologies (including, but not limited to technical specifications, identification and registration of beneficiaries, distribution, and sensitization).
- To ensure that activities and projects adopt best practice principles and are compliant with necessary regulation, legislation and standard nationally or internationally.
- To manage projects and resources effectively so that deliverables are achieved within set budgets, timelines, and standards.
- To coordinate activities required to ensure proper financial, material, methods, and human resource management for quality implementation.
- To lead the development of all technical tools related to projects (technical guidelines, ToRs for consultants and evaluators, ad hoc reports, contracts, etc.).
- To analyze the appropriateness, adequacy and potential impact of all interventions in the projects based on known contexts and needs
- To conduct periodic budget reviews and follow-up with all the staff on timely submission of financial reports to facilitate proper tracking of resource use.
- To monitor, evaluate and report on the impact of activities to meet needs, build capacity, and ensure learning is disseminated and used to improve performance.
- To disseminate tools, research, best practices, and lessons learned internally and externally through publications, networks, working groups, workshops, etc.
- To assist with preparation of activities reports and disseminate results and review project documentation to ensure project file is complete with all required documentation and is filed per IRCS and donor requirements.
- To coordinate and represent IRCS with donors, working groups, relevant local partners and relevant local government and community actors for project related issues and working groups.
- To engage and strengthen partnerships relevant to the respective projects, applying appropriate application of partnership concepts, tools and approaches while at the same time to identify opportunities to collaborate and coordinate efforts with other stakeholders to ensure the project build upon - rather than replicate - the work of others.
- To provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance appraisal for direct reports.
- To train and provide technical support and guidance to the WASH Officer, Accounts, Construction officer, Data entry officer, GP coordinator, RC volunteers to implement the project to a high-quality standard. Effectively manage human resources and provide timely and effective performance reviews
- To liaise with all technical staff on a regular basis to ensure technical assistance is provided to projects when needed.
- To take lead in base line and end line report, disaggregated data, develop TOR for consultants for project evaluation and other relevant studies
- To build strong coordination with project partners, RC district branches, Gram panchayat and other stakeholders.
- To prepare and submit reports (monthly, quarterly and annually) ensuring



	<p>quality control measures</p> <ul style="list-style-type: none"> • Manage budgets and expenditures according to policies of IRCS • Ensuring that milestones are achieved according to the plans of action or putting in place mitigation plans. • Revise / update guidelines and any other documents as and when needed • Initiate and facilitate processes for building evidence of impact and greater visibility of the project at various levels, both within and outside IRCS • Represent IRCS-OSB and participate in meetings at the district level. • Be responsible for any other tasks assigned by the line manager from time to time
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Person Specification/Qualification, Skills and Competencies:

Education	Required	Preferred
Post-graduate degree in Management, Social Work or any other Social Science	X	

Work experience	Required	Preferred
A minimum of 5 years of experience in Disaster Management field	X	
Experience of managing disaster and development projects	X	
Experienced in coordination, planning and budgeting	X	
Experienced to work as Team Leader	X	
Working experience with IRCS, IFRC or any Red Cross / Red Crescent or other INGO's		X

Skills and Competencies	Required	Preferred
Have experience of working with vulnerable groups of the society.	X	
Have good communication and report writing skills	X	
Fluent in Odia and English (written and spoken)	X	
Fluency in Odia and Hindi		X
Have proficiency in all applications of MS Office, especially Word and Excel	X	
Able to work under stress, possible long working hours	X	
Demonstrated ability to work with people with diverse backgrounds	X	
Commitment to serving international program needs as expressed from the field; ability to respond professionally and effectively to multiple and often competing demands		X
Self-motivated; capable of multi-tasking and troubleshooting within time constraints		X
Strong analytical, assessment, and project-planning skills	X	

Indian Red Cross Society-Odisha State Branch (IRCS-OSB)

Job Description

Job title/ Designation	Joint Secretary
Place of work (duty station)	Bhubaneswar, Odisha
Reports to	Honorary Secretary, IRCS-OSB
Eligibility	Retd. Administrative officers of any Government Sector.
Job Description	To supervise/monitor the day to day activities and administration of the Indian Red Cross Society, Odisha State Branch.
Age	Not More than 65years as on 01.09.2020
Remuneration	Rs.32,000/- only per month
Period of engagement	One year from the date of Joining this may be extended subject to satisfactory annual performance and physical fitness.
Experience	<ul style="list-style-type: none">A. Minimum 20 years in different position of Government.B. Skill in report preparation and analysis, Project Planning, Monitoring and office management.C. Co-ordinating with the Government non government functionaries as and when required.