

BANABASI SEVA SAMITI, BALLIGUDA, DIST. KANDHAMAL**Ph. 06846-243637, Web : www.banabasi.org**

Banabasi Seva Samiti, Balliguda, a leading NGO need for recruitment to the following posts for a Project, **RAKSHAN- A BETTER FUTURE FOR THE CHILDREN OF KANDHAMAL**. Interested candidate may attend **WALK-IN-INTERVIEW** on dtd.: **20.11.2023** at **11 AM** at **Old Childline Office, Kendupadar, Housing Board Colony, Po/Ps: Phulbani, Dist. Kandhamal** along with their CV and Identity Proof (see details (www.banabasi.org)).

Sl.	Name of the Post	Eligibility Criteria	Age	No. of vacant	Remuneration Around
01	Project Assistant	Master's Degree/ Advanced University Degree in Management, Social Science or similar	Lower Age limit 21 years	01	Rs. 97,000/- PM
02	Accountant	Master's Degree/ Advanced University Degree in Accounting, Business Administration, Management	Lower Age limit 21 years	01	Rs.53,000/- P.M.
03	Procurement Officer	Master's Degree/ Advanced University Degree in Accounting, Business Administration, Management, or relevant subject.	Lower Age limit 21 years	01	Rs. 53,000/- P.M.
04	Teacher for children with intellectual disability	Minimum +2 , Any stream, D.Ed, Spl. Ed. (Intellectual Disability)	Lower Age limit 21 years	01	Rs. 21,000/- P.M.

Sd/- Secretary

PROJECT/INSTITUTION: RAKSHAN- A BETTER FUTURE FOR THE CHILDREN OF KANDHAMAL, Supported by International Action, Italy, implementing through Banabasi Seva Samiti, Balliguda, Dist. Kandhamal, Odisha, India

ADVERTISEMENT FOR RECRUITMENT OF STAFF

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Applicants must have the essential qualification along with adequate experience in the related field. The applicants must have good writing, speaking and reading knowledge in English, Odia.

The Management of Project Assistant, Accountant, Procurement Officer, Mental Retarded Children Teacher on contractual basis. The posts are purely contractual and co-terminus with the project. The continuance in the post by the candidate depends on the performance. Applicants must not be below 21 years and above 60 years. The authority reserves the rights to cancel the advertisement or any post without assigning any reason thereof as decided by the Selection Committee constituted for the purpose. The details such as number of vacancies, eligibility, selection procedure and remuneration are given below;

Candidates are advised to visit the website of www.banabasi.org for the latest information in respect of various categories of posts and the stages of recruitment process.

Indicative Qualification of Human Resources for this posts.

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Accountant	
Role Purpose	<p>The Accountant will be responsible for:</p> <ul style="list-style-type: none"> • Guaranteeing compatibility and compliance with budget constraints and procedures provided by the lead agency and the international donor • Respects the donor and lead agency guideline • Complying with all Association, local, state, and federal accounting and financial regulations. • Informing regarding any change in the national or government law that can affect the account system • Preparing supporting documents requested by internal and external auditors • Managing the project funds and the bank account • Participating in the definition of the purchasing strategy and procurement plans • Contributing to the development of the project procurement schedule. • Guaranteeing the proper administrative management of the project and supervises and controls the preparation of the accounting documents for the interim and final financial reports requested by donors;
Reports to	Program Coordinator, Local Assistant and the Senior accountant
Key Areas of Responsibility and Accountability	<p>The accounting will be responsible for:</p> <ul style="list-style-type: none"> • Entering accounting entries on a daily basis in the Journal Entry, ensuring that the wording of the accounting entries is accurate and consistent with the accounting assignment, that all required fields are filled in, and that they are consistent with the chart of accounts. • Sending the Journals entry and the Excel monitoring tool to the Program Coordinator and the Project Administrator (Italy) on a monthly basis. • Cash and bank reconciliation on a weekly basis together with the Local Assistant. • Receiving supporting documents and translating essential elements in English if necessary. • Ensuring legibility, regular scanning of supporting documents. • Achieving of the scanned documents on a server and paper documents in a place that guarantees their physical integrity on a monthly base • Implementing and complying with the procedure for archiving accounting documents and publishes and updates accounting documents on dedicated spaces (Drive) • Check if the Organisation benefits from Value Added Tax (VAT) exemption and obtain the supporting documents. • Prepares supporting documents requested by internal and external auditors.
Education	Master's Degree/ Advanced University Degree in Accounting, Business Administration, Management
Technical and Behavioural Competences	<ul style="list-style-type: none"> • Minimum 2 years of experience in accounting (previous experience with international donors and Ngo is an asset) • Excellent Knowledge of MS office (Excel in particular) • Demonstrated attention to details and prioritization skills; • Good interpersonal skills, ability to work independently and cooperatively with team members, strong organizational skills, and high sense of responsibility; • Written & verbal proficiency in English, Hindi and Odiya • Positive and communicative attitude; • Willingness to learn and to progress professionally.
Contract	<ul style="list-style-type: none"> • 18-months contract

2.

Procurement Officer	
Role Purpose	<p>The Procurement Officer will be responsible for:</p> <ul style="list-style-type: none"> • Planning and organizing all the purchases related to the project through a purchasing plan. • Ensuring quality and timely delivery of goods and services to meets project schedule • Preparation of legal contract with contractors/suppliers • Ensure that for all procurements, copies of documents are retained and filed following the donors and lead organization guideline • In collaboration with the project accountant check that all the invoices and receipts are correct and in line with the donor’s rules • Ensure that the monthly procurement and contracts reports are updated and sent. • Any other duties assigned
Reports to	Director of Banabasi Seva Samiti/local assistant/program coordinator (expat)
Key Areas of Responsibility and Accountability	<p>The procurement officer will:</p> <ul style="list-style-type: none"> • Ensures all purchases of goods and services for the project by making sure to follow the Procurement Plan drawn up at the beginning of the project together with the administrator in Italy, the Program Coordinator and the Local Assistant. • In cooperation with the Program Coordinator and the Local assistants would be responsible to update on a monthly basis (beginning of the month) the monitoring tool in Excel. • Ensures that purchasing procedures are followed according to the internal IA procedures contained in the Procurement Manual and according to donor procedures and national law. • Monitors and updates the list of on-site suppliers. • Monitors market price trends
Education	Master’s Degree/ Advanced University Degree in Accounting, Business Administration, Management, or relevant subject.
Technical and Behavioral Competences	<ul style="list-style-type: none"> • Minimum 2 years of experience in procurement, supply chain management or related field; • Experience with NGO is considered an asset • A clear understanding of procurement policies, ethics and compliance is essential; • Good interpersonal skills, ability to work independently and cooperatively with team members, strong organizational skills, and high sense of responsibility; • Demonstrated attention to details and prioritization skills; • Written & verbal proficiency in English, Hindi and Odiya • Good computer skills are required, knowledge of MS Office programs, especially in MS Excel; • Positive and communicative attitude; • Willingness to learn and to progress professionally.
Contract	<ul style="list-style-type: none"> • 18-months contract

3.

Project Assistant	
Role/Purpose	<p>The Project Assistant will be responsible for:</p> <ul style="list-style-type: none"> • Guaranteeing the correct execution of the project. • Leading the project steering committee. • Organizing the operational management of his team, structuring work around identified objectives, monitoring performance, and facilitating problem solving. • Committing expenditure and managing the budget. • Preparing the purchasing plan in cooperation with the Program Coordinator, the project administrator in Italy and the logistician. • Ensuring compliance with the organisation's and the donor's procedures in the procurement of goods and services. • Ensuring that the Monitoring and Evaluation plan is respected, in collaboration with the M&E expert, recollecting the information and sending the requested information to the PM (Italy) following the frequency included in the plan. • Supporting the collection of testimonials/life stories from beneficiaries.
Reports to	<ul style="list-style-type: none"> • Program Coordinator
Key Areas of Responsibility and Accountability	<ul style="list-style-type: none"> • The Project Assistant will be responsible for: • Selecting local staff jointly with BSS director and the Program Coordinator to be employed on the projects in accordance with the rules of the country and the IA regulation in the country. • Coordinating and monitoring the work of all staff in his/her project and is responsible for the initial and ongoing training of local staff. • Sending the monthly narrative report to the Program Coordinator by the 5th of the following month. • Collecting activity reports after each activity and producing a quarterly report (Phase Report) to monitor the project progress and sending it to the Program Coordinator. • Controlling the Journals entry and the Excel monitoring tool on a weekly basis and overseeing the cash and bank reconciliation. • Updating on a monthly basis (beginning of the month) the financial monitoring tool in cooperation with the Program coordinator and the procurement officer. • Managing the goods purchased for the project and keeping the inventory up to date in co-operation with the procurement officer on site.
Education	<ul style="list-style-type: none"> • Master's Degree/ Advanced University Degree in Management, Social Science or similar
Technical and Behavioural Competences	<ul style="list-style-type: none"> • Minimum 5 years of experience in Project Management (previous experience with international donors and Ngo is an asset) • Excellent Knowledge of MS office • Demonstrated attention to details and prioritization skills; • Good interpersonal skills, ability to work independently and cooperatively with team members, strong organizational skills, and high sense of responsibility; • Written & verbal proficiency in English, Hindi and Odiya

	<ul style="list-style-type: none"> • Positive and communicative attitude; • Willingness to learn and to progress professionally.
Contract	<ul style="list-style-type: none"> • 18-months contract

4.

Teacher for children with intellectual disability	
Role Purpose	<p>They will be responsible for:</p> <ol style="list-style-type: none"> 1. He/She shall work under the supervision of the Local Assistant to ensure that all children in the project receive educational inputs: 2. Upon receiving a brief from the Local Assistant shall provide inputs and interact with the Child if necessary for the component on education which will form part of the project. 3. The educator shall work in coordination with the all staff in this project to ensure that children support to begin or continue their education with no disruption. He/She shall ensure that the children are able to enroll in begin their education. Obtain documents from their home to enable then to continue their education. 4. Administer tests to determine at what level of education children are at in order to be able to give them appropriate support. 5. Conduct classes daily, and coordinate with voluntary agencies providing education support services in the project to ensure that all children receive educational support such as : <ol style="list-style-type: none"> a. Bridge course. b. Enrolment for open schooling if necessary. c. Literacy and Non formal education for those children for whom it may not be possible to educate. <p>Supplementary tuitions to children who are in formal education and need additional support.</p>
Reports to	Local Assistant and Program Coordinator
Education	Minimum +2 , Any stream, D.Ed, Spl. Ed. (Intellectual Disability)
Technical and Behavioural Competences	<ul style="list-style-type: none"> • Minimum 2 years of experience in the field related to Teaching M.R. student. • Experience in doing awareness activities in the Kandhamal district will be prioritized
Contract	<ul style="list-style-type: none"> • To be defined

The candidates with past experience of working will be given preference. The decision of the Selection Committee in this regard shall be final.

Secretary
Banabasi Seva Samiti, Balliguda

Bring this bio-data, walk-in interview day

BIO-DATA

- 1 Application for the Post :
- 2 Name of the Applicant :
- 3 Mother's Name :
- 4 Father's Name :
- 5 Present Address :

- 6 Permanent Address :

- 7 Date of Birth :
- 8 Religion :
- 9 Gender :
- 10 Nationality :
- 11 Category (ST/SC/OBC/Gen) :
- 12 Phone Number :
- 13 E-mail :
- 14 Language Known Read, Write & Speak:
 - Oriya :
 - English :
 - Hindi :
 - Other :

Affixed self
attested
recent
passport size
photo

(2)

15 Educational Qualification :

Sl. No	Exam Level	Board/ University/ Recognized Institution	Subject	Year of Passing	Total Mark	Secured Mark	% Mark	Full time/ Part time/ Distance learning
1								
2								
3								
4								
5								

12. Computer Literacy (Attach self – Attested photocopies)

Package / Application	Details of Exposure/ Proficiency	Experience

13. Present Occupation :

Sl. No	Name of the organization	Designation	From Date	To date	Key Responsibility handled

14. Details of Experience : (Attach self – Attested photocopies of Experience Certificate)

Sl. No	Name of the organization	Designation	From Date	To date	Key Responsibility handled

Declaration

I, Ms./Mrs./Shri _____ Son / Daughter _____
address _____

_____ hereby declare that, the above information furnished as above is true to the best of my knowledge and belief.

Place :

Date :

Signature of the Applicant

