

Job Opportunities in Shakti Organisation

Shakti Organisation, Rayagada, a leading NGO of Rayagada District of Odisha, requires suitable candidates for its ongoing Agriculture based Livelihood programme in Ramanaguda Block of Rayagada District. The Project aims to empower farmers, by strengthening their diversified agriculture practice including promotion of Millet, providing platform for accessing govt. schemes and marketing linkage and developing sustainable Group enterprise by fostering collaboration across all stakeholders.

01. Post: Block Co-ordinator,

No. of Post: 1 (One)

Salary: Rs. 27, 500/- per month.

Location of project: Ramanaguda Block of Rayagada Dist. Of Odisha.

Qualification: Post Graduate (MSW, MA Sociology, MBA in Rural development, MARD, BSC Ag or other relevant stream) with 3 to 5 years proven experience of agriculture and livelihood programme. Should have excellent communications skills with knowledge of excellent documentation. Should have sound computer knowledge, written and spoken knowledge of odia language with leadership quality and having own two wheeler for field movement.

Key Job Responsibilities of Block Co-ordinator:

- Oversee all project activities and be the main contact point for the field staff.
- Ensure project activities comply with the policies and regulations of the donor organization and SHAKTI. Identification and motivation of farmers for Millet crop.
- Responsible for overseeing the development and execution of project deliverable, lead project planning, budgeting, action plan etc
- Responsible for submitting activity reports, meeting minutes and financial reports on regular basis and ensure timely implementation of the project activities and online entry of all reports and data.
- Oversee the preparation and submission of annual activity/monthly activity/weekly plan, based as per project approved budgets and action plan as well as monthly quarterly financial reports.
- Lead and motivate the project team and monitor project activities and financial allocations/spent
- Giving technical support to team members and trouble shoot the project problems with a mechanism for team building & conflict resolution.
- Analysis of team performance and managing team proactively for continuous movement.
- Plan & Supervise logistical arrangement for project events, workshops and meetings in consultation with project team.
- Oversee day to day operation including execution of project coordinating and reporting.
- Liaison & Coordinate with local, state government, CBO, PRI Members about the project status /progress.
- Ensure monthly/weekly planning of the projects and analyse the data with project team for further planning.

last Date : 15th May 2024

E-mail (For receiving applications) : job@shaktiorg.com

We are an equal-opportunity employer and encourage female candidates also to apply.

Interested candidates may send their Bio data mentioning applied post, on or before **15.05.24**, only through e-mail **job@shaktiorg.com**. The recruitment process will start immediately; therefore, do not wait for the last date. Only shortlisted candidates will be called for interview. Selected candidates will be requested to join immediately.