

**GOVERNMENT OF ODISHA
FOOD SUPPLIES & CONSUMER WELFARE DEPARTMENT**

Advertisement No.FSCW-NFSA-POL-0018-2019-13557/FSCW

Dated- 16th September, 2021

ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT

Food Supplies and Consumer Welfare Department, Government of Odisha invites application from prospective eligible and experienced candidates for contractual engagement for the post of State Project Manager, Rice Fortification and State Project Manager, Integrated Management of Public Distribution System (IMPDS).

Information, in details, including job description, eligibility criteria & general instructions for submission of application(s) may be seen in the Department's website www.foododisha.in. All the previous 'Advertisements' for the above purpose shall stand cancelled herewith.

The application shall be submitted through Speed Post/Registered Post only addressed to "**Additional Secretary to Government (NFSA), Food Supplies & Consumer Welfare Department, Lok Seva Bhawan, Bhubaneswar-751001**".

**Closing date for submission of complete application
in all respect is 7th October, 2021.**

-Sd-

**Additional Secretary to Government
Food Supplies & Consumer Welfare Department**

GENERAL INSTRUCTIONS

1. Eligible candidates are required to submit the detailed Curriculum Vitae (CV) accompanied by self attested copies of relevant testimonials, by Registered Post/Speed Post only, so as to be received in Department by the closing time and date. Application received late after the closing date will not be considered. Also the applications received other than by Registered Post/Speed Post shall not be entertained at this end.

2. The application shall be addressed to:

**Additional Secretary to Government (NFSA)
Food Supplies & Consumer Welfare Department,
Government of Odisha, Lok Seva Bhawan,
Bhubaneswar-751001**

3. The envelope containing the application should be super-scribed with the name of the post applied for in bold letters.

4. The nature of the position advertised is purely contractual subject to various norms which may change from time to time.

5. The contract to the selected candidate will be issued on annual basis. The contract may be extended subject to the project requirement and satisfactory performance of the incumbent based on the select key performance indicators.

6. The extension of the contract cannot be claimed as a matter of right.

7. The candidature shall stand cancelled if found to be canvassing in any manner during the recruitment process. The Department reserve the right to cancel the engagement process and/or the candidature of any/all candidates at any time, without assigning any reason thereof.

TERMS OF REFERENCE

(A) STATE PROJECT MANAGER (RICE FORTIFICATION)

BACKGROUND:

In order to address anaemia and micronutrient deficiency in the Country, Government of India is piloting a centrally sponsored scheme on fortification of rice and its distribution in Public Distribution System. The pilot scheme will be implemented across 15 districts in the country including Malkangiri district in Odisha. The components of the scheme include fortification of rice during the paddy milling stage, capacity building and training of different stakeholders, development of IEC material, Quality Control and Assurance and monitoring and evaluation.

The scheme envisages establishing a state project management unit to provide technical support to Food Supplies & Consumer Welfare Department, Government of Odisha and Odisha State Civil Supplies Corporation Ltd (OSCSC). The State Project Management Unit will consist of a State Project Manager and Technical Support Staffs at district. Food Supplies & Consumer Welfare Department will only hire State Project Manager (rice fortification) for implementation of the fortification of rice in PDS.

OBJECTIVES OF THE JOB:

The State Project Manager, Rice Fortification (SPM - RF) will support the Food Supplies & Consumer Welfare Department, Government of Odisha for fortification of rice in PDS. S/he will work under the direct supervision of the Nodal Officer (Rice Fortification) and overall guidance of the Secretary of the department and be responsible for design, implementation, coordination, monitoring, capacity and awareness building, reporting and supporting state wide rollout of rice fortification in the state.

The State Project Manager shall be responsible for performing the following key functions (not all -inclusive):

- Support the Nodal Officer of the FS & CW Department in creating project implementation plan and supply chain including procurement of goods and services for the project.
- Coordinate with key government, non-government and external stakeholders to establish multi-stakeholder coordination platforms for smooth implementation of the project.
- Prepare terms of reference, RFP, EoIs (Expression of Interest), Master Service Agreement (MSA), Work Orders, LoI (Letter of Intent) etc for the scheme.
- Support in the evaluation of RFPs and identification of stakeholders.
- Contribute to the development of policies, guidelines, plans including scale of plan and IEC materials.

- Provide ongoing technical support and quality checks for the deliverables submitted by the Manufacturers/implementation teams.
- Prepare training manual, support development of Standard Operating Procedures and other relevant materials for field staff.
- Support FS & CW Department and OSCSC Ltd to organize and impart training to State Officials and field staff.
- Conduct awareness activities to generate demand and acceptability for fortified rice.
- Strengthen food control and quality assurance practices.
- Support the development of monitoring systems.
- Assist in the evaluation.
- Prepare technical and project reports for internal and external audiences including Government of India and articles for publication.
- Prepare and support in maintenance of compliance and procedural documentation and ensure compliance with recommended standards and regulatory requirements.
- Perform any other duties as may be assigned from time to time.

MINIMUM QUALIFICATIONS:

MBA (Regular) from a reputed institution having 5+ years' of work experience in Project Management in a reputed organization. Master's degree in Nutrition or Public Health and Project Management Professional (PMP) Certificate is desirable, but, not mandatory.

LANGUAGE:

Fluent oral and written communication skills in English. Working knowledge of Odia is essential.

COMPETENCIES AND SKILLS:

The post holder should have strong technical, analytical and problems solving skills; ability to think through complex issues to conceptualize, design and execute action plans. Demonstrate passion and motivation with the ability to manage complexities, multiple tasks with commitment to deliver against multiple, tight deadlines at work. Excellent team player with ability to work collaboratively, share information and build strong working relationships with colleagues and stakeholders from diverse backgrounds while focusing on impact and results. Excellent oral and written communication skills, presentation and documentation skills with a focus on effective procedural documentation. Maturity and presence required to effectively participate and contribute in meetings with senior government officials.

AGE LIMIT:

Candidates below the age of **37 years** as on **01.01.2021** required to apply.

MODE OF ENGAGEMENT:

Contractual engagement on yearly basis extendable as per the project requirement. The position will be filled up through interview of shortlisted candidates.

PROFESSIONAL CHARGES:

Consolidated monthly remuneration of **Rs. 1,50,000/-**.

(B) STATE PROJECT MANAGER (IM-PDS)

Following the implementation of the plan scheme for end-to-end computerisation of Targeted Public Distribution System (TPDS), Government of India has approved a new Central Sector Scheme "**Integrated Management of Public Distribution System (IM-PDS)**" to be implemented over a period of 3 years in Odisha. The scheme, inter alia, aims at implementation of nation-wide portability in food grain distribution, data repository, integration of State PDS applications with central PDS and creation of central data infrastructure across ration card management system, allocation, supply chain of food grains, FPS automation and employment of data analytics.

Food Supplies & Consumer Welfare Department, Government of Odisha will implement the scheme and monitor its progress as Nodal Department in the State of Odisha by setting up a State Project Management Unit (SPMU). For effective implementation, the department will hire a State Project Manager (IM-PDS) on annual contractual basis. The contract is extendable maximum for 3 years under defined terms and conditions.

State Project Manager (SPM)

The State Project Manager will be responsible for providing technical and project management inputs for implementation of IM-PDS in Odisha. S/he will work under the direct supervision of the Nodal Officer and overall guidance of the Commissioner-cum-Secretary, Food Supplies & Consumer Welfare Department, Government of Odisha and be responsible for providing ICT related inputs in the fields of planning, implementation, coordination, monitoring, capacity and awareness building, reporting and supporting state wide rollout. The SPM shall be responsible for performing the following key functions (not all -inclusive):

- Facilitate close coordination with all stakeholders including Department of Food & Public Distribution, CPMU, NIC HQ/State Office, State Officers of Food Supplies & Consumer Welfare Department, Nodal officers of State Civil Supplies Department, Odisha State Civil Supplies Corporation Limited, District Project Management Unit teams, Systems Integrators for PDS computerization, System Integration of FPSA Automation, District Civil Supplies officers, District Informatics Officers and officers of other Departments and agencies (If Any).

- Access and monitor functioning of various components of PDS Computerization i.e. Digitization, Ration card Management System, Online Allocation, Supply Chain Automation, Grievance Redressal and FPS Automation.
- Contribute to the development of policies, guidelines, plans and budgets and manage the deployment of systems and solutions aligned with business needs and in accordance with global technical standards to ensure access to food by PDS beneficiaries in the state
- Monitor and maintain ICT systems, solutions and networks, ensuring appropriate data security and access controls considering both local and wide area network issues. Create functional and technical requirements and evaluate proposed technologies and specifications for their appropriateness/efficiency.
- Provide ongoing technical support and quality checks for the deliverables submitted by the Vendors/implementation teams
- Prepare training manual and other relevant study materials for DPMU or field staff.
- Support FS&CW and Odisha State Civil Supplies Corporation Limited to organize and impart training to State Officials and field staff.
- Create and evaluate RFPs, EoIs (Expression of Interest), Master Service Agreement (MSA), Work Orders, LoI (Letter of Intent) etc for the scheme
- Evaluate all technical (Hardware/Software) standards/technologies proposed by PMC/PIU/NIC/External vendors
- Support State Govt. for customization and implementation of web services o integrated State Systems with PDSN.
- Monitor and keep record of current IT Infrastructure available at State, Distract, Blocks, Go-down and FPS level which are provisioned for implementation of End-to-End computerization scheme/IM-PDS scheme.
- Submit performance report of IM-PDS implementation to Department/OSCSC officials/officers on regular basis.
- Support FS&CW Department in preparing publicity and awareness campaigns.
- Support State for undertaking assessment of the project as per the scheme provisions.
- Coordinate regularly with District Project Management Unit to review the information available on NFSA Dashboard.
- Assess FS&CW for contract management of Agency and monitor deployment of DPMU staff.
- Leverage MIS to monitor performance and identify key technical and operational issues being faced by the implementation teams – work with relevant stakeholders for resolution.
- Any other tasks as may be assigned by FS&CW Department.

MINIMUM QUALIFICATIONS

MCA or BE/B.Tech in Information Technology, Computer Science, Computer Engineering or MBA (regular) along with minimum 5 years' of work experience in project management and implementation in a reputed organization. PMP certificate is not mandatory but desirable.

COMPETENCIES AND SKILLS

The post holder should have strong technical, analytical and problems solving skills; ability to think through complex issues to conceptualize, design and execute actions plans. Demonstrate passion and motivation with the ability to manage complexities, multiple tasks with commitment to deliver against multiple, tight deadlines at work. Excellent team player with ability to work collaboratively, share information and build strong working relationships with colleagues and stakeholders from diverse backgrounds while focusing on impact and results. Excellent oral and written communication skills, presentation and documentation skills with a focus on effective procedural documentation. Maturity and presence required to effectively participate and contribute in meetings with senior government officials.

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PROFESSIONAL CHARGES: Consolidated monthly remuneration of Rs. 1,00,000/-.
