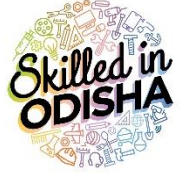




**ODISHA SKILL DEVELOPMENT AUTHORITY (OSDA)**

**Niyojan Bhawan, Kharvela Nagar, Sriya Square  
Bhubaneswar-751001.**

**(E-mail-ID: [career.osda@gmail.com](mailto:career.osda@gmail.com))**



**REQUIRES QUALIFIED PROFESSIONALS IN FOLLOWING POSITION(S)**

<b>S.No</b>	<b>Post</b>	<b>No. of Vacancies</b>
1.	Finance Officer	01
2.	Procurement Officer	01
3.	Technology Officer	01

Odisha Skill Development Authority invites application for above mentioned positions on contractual basis. For details regarding eligibility criteria, qualification, experience, terms and conditions and other information relating to these positions including proforma for resume can be downloaded from the notification & tender section from <http://empmissionodisha.gov.in> (<http://empmissionodisha.gov.in/Exchange/tender.jsp>). Salary no bar for deserving candidates.

To apply, email your updated resume with photograph and current CTC alongwith two references at [career.osda@gmail.com](mailto:career.osda@gmail.com) by **15<sup>th</sup> Feb 19 up to 5.00 P.M.**

Sd/-

Director of Employment –cum- Chief Executive Officer, OSDA

# TERMS OF REFERENCES

## Finance Officer - Odisha Skill Development Authority

<b>Role Title</b>	<b>Finance Officer</b>
<b>Role Purpose</b>	Finance Officer will be responsible for (i) accounting & financial reporting for OSDA projects and operations; (ii) supporting audit of OSDA finances by statutory auditors; (iii) management of working capital; (iv) organization and support of procurement and disbursement of ADB loan and Govt. funds (v) Any other duties, as assigned by the CEO, OSDA.
<b>Reports to</b>	<ul style="list-style-type: none"> <li>Chief Executive Officer, Odisha Skill Development Authority</li> </ul>
<b>Key Areas of Responsibility and Accountability</b>	
1.	<p>Financial management and accounts</p> <ul style="list-style-type: none"> <li>The Finance Officer would be responsible for efficient execution of financial procedures in OSDA including processes and reporting related to SDTED, Department of Finance, GoO, Department of Economic Affairs, Gol and Asian Development Bank;</li> <li>To maintain electronically all accounts with proper backup and ensure safety and security of all data and documentation through use of technology (such as cloud computing) and storage in tamper proof vaults;</li> <li>Responsible for all statutory documentation such as audits, internal audits, EC meeting minutes, approvals, signed contracts and other legal documents;</li> <li>Responsible for managing adequate cash flows for timely payments, and coordinate with the banks for safe and standard investment of OSDA funds;</li> </ul>

### Qualification, Experience & Essential Knowledge

- A highly committed individual with minimum 10 years of experience in managing finances, disbursements and audit in large organisations or institutional set-up; Experience with World Bank/ Asian Development Bank is desirable
- Should be well-versed in financial management, accounting and procurement system of government and multilateral institutions; Understanding of different technology solutions in financial management is preferred;
- Should have handled contract management in infrastructure projects. Experience in education projects would be preferred;
- Should have good understanding of IT solutions for organisations such as Enterprise Resource Management (ERP) and have experience in managing IT support vendors;
- Should exhibit exceptional 'people management' skills especially in coaching, mentoring, appraising and counselling;
- Must possess an 'eye-for-detail' in managing legal documents, contract documents. Exceptional communication and articulation skills preferred both in written and verbal with exposure in presenting formal documentation such as journals, reports, presentations etc. Analytical skills are essential to be able to articulate complex MIS reporting in the project and system. Background in writing editorials, research reports would be preferred;
- The incumbent should be a Chartered Accountant or a Post Graduate from a reputed institution in India or Abroad with qualifications to demonstrate analytical skills, communication skills, management skills

and leadership skills. Desired qualification is CA. Any short-term skill certification, management development program or proficiency gained in the relevant areas of work would also be considered for selection.

**Technical Competencies**

- Knowledge of financial management
- Knowledge of disbursement, and audit

**Behavioural Competencies**

- Team management
- Monitoring skills
- Communication and partnership skills

**Language requirements**

- The job demands speaking English, Hindi and preferably Odiya
- The job demands reading and writing ability in English and preferably in Hindi and/or Odiya

## Procurement Officer, Odisha Skill Development Authority

<b>Role Title</b>	<b>Procurement Officer</b>
<b>Role Purpose</b>	The Procurement Officer will be responsible for (i) organization and support of procurement (ii) vendor management, procurement and contract management for both projects and operations (iii) Prepare bid document for advertising various equipment procurement packages; (iv) Prepare bid document for advertising retrofitting works pertaining to World Skill Center; (v) Prepare a draft management contract for operationalizing World Skill Center; Support the procurement process for the above works end to end including preparation of bid documents, invitation for bid, support pre-bid meetings, drafting of corrigendum, technical bid evaluation report, price bid evaluation report, draft contracts, award of contract, etc.; and (vi) any other work assigned by the Chief Executive Officer.
<b>Reports to</b>	<ul style="list-style-type: none"> <li>Chief Executive Officer, Odisha Skill Development Authority</li> </ul>
<b>Key Areas of Responsibility and Accountability</b>	
1.	<p>Procurement and contract management</p> <ul style="list-style-type: none"> <li>The Procurement Officer would be responsible for all legal documentation for contract management with contractors, vendors and consultancy firms including drafting of RFPs and other bidding documents, draft contracts and conduct fair and transparent bidding process to select most competent people/firms for the work;</li> <li>The Procurement Officer would be responsible to follow all Government and ADB procurement guidelines;</li> <li>Responsible for all verification, due-diligence and negotiations for all contracts;</li> </ul>
<b><u>Qualification, Experience &amp; Essential Knowledge</u></b>	
<ul style="list-style-type: none"> <li>A highly committed individual with minimum 5 years of experience in managing procurement and contract awards in large organisations or institutional set-up; Experience with World Bank/ Asian Development Bank/ Government of Odisha is desirable</li> <li>Should be well-versed in financial management for procurement and contract awards; and procurement system of government and multilateral institutions; Understanding of different technology solutions in vendor management is preferred;</li> <li>Should have handled contract management in infrastructure projects. Experience in Government of Odisha projects would be preferred;</li> <li>Should exhibit exceptional 'people management' skills especially in coaching, mentoring, appraising and counselling;</li> <li>Must possess an 'eye-for-detail' in managing legal documents, contract documents. Exceptional communication and articulation skills preferred both in written and verbal with exposure in presenting formal documentation such as journals, reports, presentations etc. Analytical skills are essential to be able to articulate complex MIS reporting in the project and system. Background in writing editorials, research reports would be preferred;</li> <li>The incumbent should be a Graduate or a Post Graduate from a reputed institution in India or Abroad with qualifications to demonstrate analytical skills, communication skills, management skills and</li> </ul>	

leadership skills. Any short-term skill certification, management development program or proficiency gained in the relevant areas of work would also be considered for selection.

**Technical Competencies**

- Knowledge of procurement, contract awards, disbursement and audit
- Knowledge of vendor management & legal functions related to contract management.

**Behavioural Competencies**

- Team management
- Monitoring skills
- Communication and partnership skills

**Language requirements**

- The job demands speaking English, Hindi and preferably Odiya
- The job demands reading and writing ability in English and preferably in Hindi and/or Odiya

## Information Systems & Technology Officer, Odisha Skill Development Authority

<b>Role Title</b>	<b>Information Systems &amp; Technology Officer, Odisha Skill Development Authority</b>
<b>Role Purpose</b>	<p>The Information Systems and Technology Officer will:-</p> <ul style="list-style-type: none"> <li>(i) Oversees all technical aspects and technological resources of OSDA for the purpose of organisational growth.</li> <li>(ii) Establish a technological vision for OSDA and leads technological development; Will develop an integrated IT solution for all activities of OSDA.</li> <li>(iii) Establish a technological vision for World Skill Center (WSC) and implement it. Oversees and Develop Campus Management System for World Skill Center.</li> <li>(iv) Ensure availability of IT hardware and software support to OSDA and Projects under OSDA, which shall include networking solutions, cloud computing, security mechanisms and third party software procurement and maintenance</li> <li>(v) Any other assignments/responsibilities as directed by CEO, OSDA</li> </ul>
<b>Reports to</b>	<ul style="list-style-type: none"> <li>• Chief Executive Officer, Odisha Skill Development Authority</li> </ul>
<b>Key Areas of Responsibility and Accountability</b>	
1.	<p>Information Systems and Technology Officer :</p> <ul style="list-style-type: none"> <li>(a) Will be responsible for a high availability secure digital infrastructure that provides end to end applications, equipment and services to take care of all activities of WSC.</li> <li>(b) Oversees optimum utilization of IT budgets to make sure there are no unnecessary expenditures</li> <li>(c) Track, analyse and monitor technology performance metrics</li> <li>(d) Consolidate technology platforms and create plans for new assets.</li> <li>(e) Oversee all system design and changes in system architecture.</li> <li>(f) Develops and directs all networking safeguards to reduce the risk of outside breaches and protect sensitive internal and external information.</li> <li>(g) Develop and ensure updated content on WSC website and other skill eco-system related platforms outside WSC.</li> <li>(h) Directs the development and possible implementation of policies in instances of a breach, also known as disaster recovery plans</li> <li>(i) Evaluates new technology and makes recommendations on technological solutions</li> <li>(j) Plans and implements proper Internet usage policies for employees</li> <li>(k) Maintain current knowledge of technology landscape and developments.</li> <li>(l) Partner with external agencies to create leverage for WSC that significantly WSC's mission.</li> <li>(m) Provide OSDA with technology leadership with to fulfil its overall mission and vision.</li> </ul>

### **Qualification, Experience & Essential Knowledge**

- Should have experience of minimum 12 years in software engineering and IT with proven track record of success.
- Should have good understanding of IT solutions for organisations such as Enterprise Resource Management (ERP) and have experience in managing IT support vendors; should also have familiarity with marketing platforms, programs and policies.

- Should exhibit exceptional 'people management' skills especially in coaching, mentoring, appraising and counselling;
- Must possess an 'eye-for-detail' in managing legal documents, contract documents. Exceptional communication and articulation skills preferred both in written and verbal with exposure in presenting formal documentation such as journals, reports, presentations etc. Analytical skills are essential to be able to articulate complex MIS reporting in the project and system. Background in writing editorials, research reports would be preferred;
- Should have proven capability in creating and working with a partner eco-system to build network and leverage.
- The incumbent should be a B Tech (Computer Science) with MBA / MCA from a reputed institution in India or Abroad with qualifications to demonstrate analytical skills, communication skills, management skills and leadership skills. Any short-term skill certification, management development program or proficiency gained in the relevant areas of work would also be considered for selection.

**Technical Competencies**

- Knowledge of Information Systems and Technology
- Knowledge of software engineering
- Knowledge of IT infrastructure

**Behavioural Competencies**

- Team management
- Monitoring skills
- Communication and partnership skills

**Language requirements**

- The job demands speaking English, Hindi and preferably Odiya
- The job demands reading and writing ability in English and preferably in Hindi and/or Odiya