

JAY SHREERAM BUNAKAR TRUST

(Certificate No – IN-OD017812761124871)

C/o- DOLAMANI MEHER, SAGARPALI, SUBARNAPUR – 767017

e-mail: jsrbtrust.spv@gmail.com

**WANTED "CLUSTER DEVELOPMENT EXECUTIVE (CDE)"
FOR SAGARPALI WEAVING CLUSTER, SUBARNAPUR DISTRICT**

Date: 13-01-2023

Jay Shreeram Bunakar Trust is looking for suitable candidate to be engaged as Cluster Development Executive (CDE) under its SFURTI project supported by the Ministry of MSME, Govt. of India in Subarnapur district of Odisha. The candidate selection will be from the artisan level or their family members of the Cluster. The desirable qualification for the position is Graduate from any stream and post Graduate from any stream will be given first preference. Minimum three years' experience in same trade or rural development preferably in cluster based livelihood support programme is essential. Interested candidates may send their resumes to the e-mail jsrbtrust.spv@gmail.com with a description and subject line "Application for the post of CDE" within 10 days from the date of publication of this advertisement. For more details please visit the website. www.subarnapur.nic.in, www.ormas.org, www.kvic.org.in, www.devnext.org.in.

Cluster Development Executive Position Details

Sagarpali Weaving Cluster at village Sagarpali in Subarnapur district is developed Ministry of MSME, Govt. of India under the Scheme of Fund for Regeneration of Traditional Industries (SFURTI). Odisha Rural Development and Marketing Society (ORMAS) at SIRD campus, Unit VIII, Bhubaneswar– 751012 is the Implementing Agency (IA), Jay Shreeram Bunakar Trust, Sagarpali is the SPV, Khadi and Village Industries Commission (KVIC) is the Nodal Agency, and Devnext is the Technical Agency (TA) for the Sagarpali Weaving Cluster. The SPV is looking for a competent, self-motivated and dynamic candidate for the following position.

CLUSTER DEVELOPMENT EXECUTIVE (CDE)

Job Profile: To coordinate with various agencies/ departments, undertake baseline survey, trainings, exposure programmes/ study tours, promote cluster product marketing, facilitate both forward and backward linkages, and prompt reporting of the cluster progress. The detailed TOR for CDE is uploaded in the website.

Basic Qualification: Graduation/ Post Graduation in any stream.

Desirable Qualification: PGDCA & CAD.

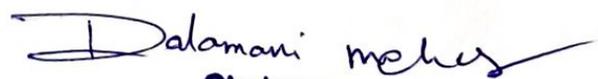
Essential Experience: 03 years of experience in rural development projects, rural cluster development projects etc.

Preferable Experience: Good communication skills in English and Odia (verbal and written) and proficiency in MS office.

Age: Maximum 35 years as on date of advertisement.

Salary: Rs.20,000 to 30,000 (Based on qualification and experience of the candidate)

Place of Posting: At cluster level.


Chairman
Jay Shreeram Bunakar
Trust, Sagarpali

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Documents to be enclosed: Aadhar Card, 10th onwards education certificates, Computer Certificate, Work experience Certificates, Pay Slip of last 3 months.

Interested candidates may forward soft copy of their resume along with scanned copies of certificates to the e-mail address jsrbtrust.spv@gmail.com within 10 days from the publication of advertisement. Shortlisted candidates will be intimated later on for written and /or personal interview where in the candidates shall produce the original certificates for verification.

Address:

To

The Chairman,

Jay Shreeram Bunakar Trust, Sagarpali

C/o- Dolamani Meher, Sagarpali

Subarnapur, Odisha,

Pin-767017

OR

Address:

To

The Deputy CEO,

ORMAS, 1st Floor, ZP Building

Subarnapur, Odisha,

Pin-767017


Chairman
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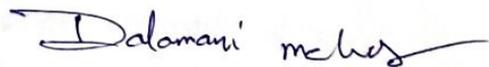
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Terms of Reference (TOR) of CDE

The CDE will be responsible for the implementation of the program and to prepare annual action plan/ business plan besides promoting linkages with professional institutions, local institutions, PRIs assisting the sourcing of raw materials, tying up of credit linkages, marketing of finished goods, collection of user fees, operation and maintenance of CFCs, prompt reporting etc. The detailed TOR is as follows.

- Implement the project activities as per the approved DPR and the guideline and instructions of Ministry of MSME/Nodal Agency/ Technical Agency from time to time.
- Documenting the process of all programs executed under the project.
- Prepare the minutes and photography of all the project meetings and activities.
- Assist in purchase of the required raw materials and ensure quality, reasonable price and timely delivery at the artisan level.
- Contact and coordination with the beneficiaries and strengthening of the women artisan SHGs.
- Look after the successful functioning of the SPV and take all such measures to strengthen it for the sustainability of the project activities.
- Record keeping, maintaining stock registers & assets of the project etc.
- Maintain the daily diary of the project activities.
- Prepare and submit the monthly work plan in consultation with the artisans, Chairman of SPV and the Deputy CEO, ORMAS.
- Prepare and submit monthly, quarterly progress report and project completion report to ORMAS and other authorized organizations and undertake online submission of reports in Ministry of MSME portal.
- Assist the Deputy CEO, ORMAS in the project implementation and artisan development and execute all such activities which may be required for the successful execution of the project.
- Organize all the meetings, workshops, and contact with local administration, Bankers, Marketing agencies, buyers and artisan beneficiaries.
- Participate in local and outside exhibitions, state and national exhibitions along with artisans and their products in different places of Odisha and India.
- Ensure timely production of **weaving materials** as planned, ensure proper quality, undertake proper packaging, transportation and forwarding to different destinations and purposes.
- Establish good rapport with the artisans/women and their SHG leaders, coordinate with them on regular basis and resolve any conflict among them that arise in the course of project execution in consultation with the Deputy CEO, ORMAS.
- Look after the safe storage of raw material and finished products at the local level.
- The CDE shall remain the custodian of all assets of the project.
- The CDE will be assigned any other job besides the above in the interest of the project as and when required as directed by Deputy CEO, ORMAS or any other authorized agency under the project.



Chairman **Chairman**
Jay Shreeram Bunakar Trust, Sagarpali
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