

Individual Consultant - Block Project Assistant - Rural Housing - (For Indian Nationals Only) - Odisha, INDIA

Job ID/Title :	Individual Consultant – Block Project Assistant – Rural Housing- (For Indian Nationals Only)
Scope of advertisement :	Globally advertised (Including jobs.undp.org)
Category (eligible applicants) :	External
External defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.	
Brand :	UNDP
Practice Area :	Inclusive Growth
Application Deadline :	5 December 2019
Type of Contract :	Individual Contract
Post Type and Level :	National Consultant
Duty Station:	Block Development Office, (One position in each Block), Odisha, INDIA
Languages Required:	English, Odia
Starting Date: (date when the selected candidate is expected to start)	15 th December 2019
Duration of Initial Contract :	One Year
Expected Duration of Assignment :	
Background:	
<p>The Government of Odisha has committed itself to the people of Odisha that pucca houses will be provided to the rural landless and those who are staying in kutchha houses by 2019 under different housing schemes like Pradhan Mantri Awas Yojana-Gramin (PMAY-G), Biju Pucca Ghar Yojna, Nirman Shramik Pucca Ghar Yojna etc.</p> <p>UNDP is assisting State Govt. in following spheres:-</p> <ul style="list-style-type: none"> • Setting up of Project Management Unit (PMU) at the State, District and Block Levels. • In strengthening IEC activities. • To build capacities of various stakeholders involved in RH implementation. <p>In order to operationalize the Project, UNDP is currently in the process of recruiting Block Development Officer (Rural Housing) to support the nodal agency (State Government).</p> <p>The Block Development Officer will work under the Block Development Officer who will provide overall project implementation and technical guidance.</p>	
Roles and Responsibilities :	

The roles and responsibilities of Block Project Assistant will be as follows:-

- Online data entry at Block level in the centralized housing software i.e. AWASSOFT and the web portal of the Government of Odisha.
- Synchronizing the reports and photographs of houses at various stages captured through Awaas App and other Apps developed by the state with concerned software databases.
- Maintaining the electronic database for storage, retrieval and access of housing data, along with policies guidelines, manuals on rural housing.
- Data Analysis and Reporting and delivering essential information regarding ongoing project.
- Assisting Block Development Office in implementing housing scheme of the block.
- Any other tasks that may be assigned from time to time by Block Development Officer and other officers of District, State and UNDP.

Competencies:

Functional Competencies:

Knowledge Management and Learning

- A proven record in computer operation and data entry.

Development and Operational Effectiveness

- Data storing, processing and delivering required information of assigned project.
- Good time-management skills.

Corporate Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity and ethical standards.

Qualifications:

Education:

- Intermediate with computer knowledge.

Experience:

- N/A

Language:

- Excellent knowledge of written and spoken in English and Odia.

Duration of the Work:

- The contract will be awarded for one year. Working days will be as per the State Government policy.

Travel:

- N/A

Schedule of Payments:

- Consolidated Annual Consultancy Fee (Remuneration) of Rs. 96,000/- (@ Rs. 8,000 /- per month) payable in equal monthly instalments, upon submission of monthly progress report certified by the reporting officer.

Institutional Arrangement:

- Contract will be administered by UNDP on behalf of the State Government of Odisha;
- The Block Project Assistant would report to Block Development Officer, State Government of Odisha and Block and District Project Coordinator-Rural Housing and;
- All the logistic support, official travel expenses will be borne by the Government of Odisha as per their prevailing rules;
- Block Project Assistant will be entitled for 2 days leave per month (non-cashable).

Application Process:

- Candidates have to apply online in the link (<https://apps.undp.org.in/gpta/declaration>) with relevant details.

Documentation required:

- Personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

Evaluation Method and Criteria:

The candidate who fulfills the qualification norm will be invited for computer skill test. Merit list will be prepared on the basis of marks secured in computer skill test. Skill test will be conducted in Bhubaneswar or in the district HQs to be decided by UNDP.

Travel costs for attending the skill test will be borne by the shortlisted consultants. The contract shall be awarded on a merit basis.

For any clarifications, please write to: rh.odisha@undp.org