



Enhancing Climate Resilience of India's Coastal Communities (ECRICC)

District Project Management Unit (DPMU), Ganjam

O/O of the Divisional Forest Officer, Brahmapur Forest Division

AT/P.O. COURTPETA SQUARE, BRAHMAPUR, DIST. GANJAM (ODISHA) – 760 004

Phone / Fax Number – 0680 2281354, E-mail id: dpmuecricc.ganjam@gmail.com

Forest, Environment and Climate Change Department, Govt. of Odisha

Notice No. 372 / ECRICC/25/2025 /Date 25.08.2025

**Advertisement Notice for Recruitment of FINANCE & ADMINISTRATIVE OFFICER
for the project**

**“ENHANCING CLIMATE RESILIENCE OF INDIA'S COASTAL COMMUNITIES
(ECRICC)”.**

Applications in prescribed format are invited from the interested and eligible candidates for recruitment of one **FINANCE & ADMINISTRATIVE OFFICER (F & AO)** under ECRICC Project, Ganjam for engagement on **Purely Outsourcing basis**. The F & AO will be based in the District Project Management Unit (DPMU), ECRICC GANJAM, O/o the Divisional Forest Officer, Brahmapur Division. The period of engagement will be for 1 year subject to performance based yearly renewal till the requirement. The detail of ToR, eligibility criteria, remuneration etc. are available at <https://ganjam.odisha.gov.in> from **dt. 25.08.2025 to dt. 09.09.2025**.

The signed copy of application along with a Covering Letter & all required documents duly sealed in envelope must reach to the **DPMU ECRICC Project, O/O the Divisional Forest Officer, Brahmapur Forest Division, At/Po: Courtpetta Square, Brahmapur, Ganjam (Odisha): 760004 latest by 5.00 PM on 09.09.2025** in the Application Box or by Registered Post / Speed Post / Courier/direct drop in the application box during office day only. **Application vide e mail shall not be accepted. Application arrived beyond 5.00 PM on 9.9.2025 shall not be accepted.** No other mode of communication shall be entertained. This office will not be held responsible for any postal delay.

Incomplete Applications shall be rejected. Applications received beyond due time & date shall not be considered for further processing. Only shortlisted candidates shall be contacted to participate in the further process.

The undersigned reserves the right to accept or reject any or all applications or postpone the selection process without assigning any reason thereof.

**Divisional Forest Officer
Brahmapur Division -cum-Nodal Officer,
ECRICC Project, Ganjam District.**

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Forest, Environment and Climate Change Department, Govt. of Odisha
District Project Management Unit, GANJAM

Position applied for:	Finance and Administrative Officer	Affix a passport size photograph
Date :		

1. Personal Details

(First Name)

(Surname)

Name of the Candidate	Mr.		
(Ms., Mrs., MR)			
Address	<u>Permanent</u>	<u>Present</u>	
Mobile with WhatsApp:			
Emergency Contact Number:			
E-Mail Address:			
Age			
Category (SC/ST/OBC/General)			
Sex: (Male /Female)			
Marital Status			

2. Education Details(10th Standard onwards)

Qualification	Institution	Subjects	Year of Completion	Division/Grade

Other trainings/ qualifications including relevant short training courses

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Course	Duration	Institution	Details

3. Computer literacy:

(Mention all software known/used)

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4. Employment / Experience Records (Starting from current/ Recent employment)

Name & Address of the Employer	Designation	Period	Experience in years & Months	Brief description of the duties

5. Language Proficiency (Please tick in the appropriate box)

Language	Ability to converse			Ability to Read			Ability to write		
	Poor	Fair	Good	Poor	Fair	Good	Poor	Fair	Good
English									
Hindi									
Odia									
Others (Please specify_____)									

6. Reference: (Two person to whom you have professionally reported)

Reference 1	Reference 2

**Enhancing Climate Resilience of India's Coastal Communities (ECRICC)
Forest, Environment and Climate Change Department, Govt. of Odisha
District Project Management Unit, GANJAM**

Declaration:

I do hereby declared that all statement made in the application form are true, complete & correct to the best of my knowledge and belief. In the event of any information found false or incorrect at any point of time my candidature/appointment may be cancelled/ terminated without any further notice.

Date:

Signature of the Applicant

Place:

Terms of reference for hiring
Finance and Administrative Officer

Title: Finance and Administrative Officer

Duty Station : Berhampur (Ganjam)

Education & Work Experience: Inter CA/Inter ICWA/ M.Com Degree with 3 -year(s) experience and familiarity with Accounting and Software. Working experience of Tally is a must.

Languages: English and Odia

Duration: 1 year from the date of joining initially and yearly renewal till the requirement.

Remuneration: INR 40,000/- per month (Consolidated) and Travel Entitlements as admissible.

BACKGROUND

“Enhancing Climate Resilience of India’s Coastal Communities (ECRICC) project” is a joint initiative of Government of India and the Green Climate Fund (GCF) to enhance the resilience of the lives and livelihoods of the most vulnerable population, particularly women, in the coastal areas of India to climate change and extreme weather events, using an eco-system-centered and community -based approach. The project is being implemented in 7 landscapes of 4 coastal districts in Odisha (Puri, Kendrapada, Ganjam and Balesore). Eco-system restoration, Climate adaptive livelihoods in the agriculture sector and fishery related interventions are the key proposed interventions under the project to enhance livelihood resilience of the coastal vulnerable communities with diversified and enhanced income in addition to eco-system restoration interventions.

Forest, Environment and Climate Change Department, Govt. of Odisha is the nodal department for overall supervision and implementation of ECRICC project.

This project will enhance the resilience of coastal communities throughout India, through the implementation of interventions under the following inter-linked outputs:

Output 1: Enhanced resilience of coastal and marine ecosystems and their services.

Output 2: Climate adaptive livelihoods for enhanced resilience of vulnerable coastal communities; and

Output 3: Strengthened coastal and marine governance and institutional frameworks for climate resilient management of coastal areas.

This above will be achieved through interventions in target landscapes in Odisha to i) protect and restore ecosystems such as mangroves, salt marshes, sea grass, watershed, and the services they provide, especially buffering storm surges, and ii) help communities adopt climate-adaptive livelihoods and value chains iii) mainstream EbA principles into coastal planning and governance, enabling intersectoral coordination for addressing climate risk across all of India’s coastal states

ASSUMPTION:

The candidate must have the understanding, information and technical knowledge on finance and administrative issues and concepts

¹The qualification of the staffs, remuneration package has been set as per the Minutes of the Rationalisation Committee Meeting held under the chairmanship of the Development Commissioner- cum Addl. Chief Secretary on 12.03.2021

JOB DESCRIPTION

The candidate will work under the direct supervision of the District Coordination Officer (DCO) and the Divisional Forest Officers, State Project Manager. S/he will act as the focal point in the district for overseeing the finance and administrative aspects of all activities under all three outputs of the project mentioned above at district and landscape level.

The incumbent shall perform the following tasks-

- A. Provide financial support to the District Project Management Unit (DPMU)
- B. Provide administrative support to the DPMU
 - A. Financial support to the DPMU-
 - Advise, support and guide project staff on project budget reallocations and chart of accounts coding, policy application and other financial matters.
 - Strive to identify ways in which project financial needs can be met within existing Government policies.
 - Provide financial monitoring reports and analysis of projects and advise project and operations teams on expenditure trends and implementation rates.
 - Develop tools and mechanisms for effective and efficient monitoring of project budget.
 - Coordinate with the SPMU in compilation of financial data and provide accurate and updated financial information on a continuous basis.
 - Create required vouchers in Atlas to apply deposits, disburse funds and adjust chart fields.
 - Management of cash receipts and petty cash.
 - Analyse accounts to ensure accuracy.
 - Assist DPMU in the fulfilment of its accountability obligations.
 - Assist in year-end closure processes.
 - B. Administrative support to the DPMU-
 - Administration and arrangement of meeting, appointment, and other briefings of DCO.
 - Organisation of regular meetings, draft routine correspondence and inter office circulars, preparation of the minutes and summaries of the actions to be taken, tracking of progress of the planned activities and follow up with the focal points.
 - Screening of all incoming communications, filter outgoing correspondence for supervisor's signature, clearance, and further action by other staff; wherever possible.
 - Adherence to appropriate protocol and correspondence guidelines by State Project Management Unit (SPMU) and Country office team when communicating with Government and other external partners.
 - Raising e-requisitions, vendor profiles and preparation of administrative forms. Use of automated office management system and automated filing system.
 - Support to organization of advocacy events if required.
 - Organization of trainings for DPMU staff on coordination, administration, and protocol issues
 - Contribution to knowledge networks and communities of practice.
 - Any other work assigned by DPMU.

PROJECT LANDSCAPES WITH DISTRICT and DPMU

Sl. No	District	Landscapes Covered	DPMU Location	Duration of engagement	Mode
1	Ganjam	Bahuda	O/O DFO, Berhampur Forest Division	Initial for 1 year. Annual Extension till June 2027 after performance based appraisal.	Purely contractual and on outsourcing basis.
		Chilika			

EDUCATIONAL QUALIFICATION AND EXPERIENCE:

- Inter CA/Inter ICWA/ M. Com Degree
- At least 3 years of relevant experience (post qualification) in general administration, finance, accounting and software and project support service, field work, management, and coordination from the date of completion of essential qualification
- Experience of working with State Government.
- Experience in the usage of computers and office software packages (MS Office) and knowledge of spreadsheet and data base packages, experience in handling web-based management systems.
- Experience in usage of Tally software is essential

Maximum Age Limit: 50 years as on date of application.

ESSENTIAL/ DESIRABLE:

- Working knowledge on Computer programs like Ms Office is essential and good presentation skill.
- The candidate should be enthusiastic and willing to work in coastal areas involving visits through creeks and long walks in difficult terrain.
- Effective written and oral communication skills in Odia & English.
- Knowledge on Institutional frameworks at rural coastal community.
- Motivated, self driven, innovative, adaptive, inclination to learn and enhance performance.

PERFORMANCE MANAGEMENT & TERMINATION:

- The engagement of the Finance and Administrative Officer for this assignment is for 1 year initially from the date of joining and yearly renewal subject to performance appraisal and requirement of the project.
- One month prior notice in case of expiration before end of contract period. In such cases, the employee shall handover soft and hard copy of documents/ records to DCO or any one suggested by DFO cum Nodal Officer, ECRICC Project.
- DFO (District level Nodal Officer of ECRICC Project) shall review the performance of Finance and Administrative Officer on yearly basis and after satisfactory performance of Finance and Administrative Officer, the engagement of Finance and Administrative Officer may be extended subject to requirement.
- The candidate will undertake in a stamped paper affidavit at the beginning to abide by Government rules and conduct and will not claim for permanently and any other benefit from Government other than what is prescribed in this ToR.
- On disengagement, the Finance and Administrative Officer will handover all the documents and records of the project to DCO.
- The Finance and Administrative Officer is liable to follow the conduct rules and may be disengaged at any time for misconduct.
- Any further condition can be incorporated by the DFO / DLCC for smooth operation of the project.