

TERMS OF REFERENCE (ToR)

Engagement of Subject Matter Specialists (SMS) – Finance & Administrative Officer (Enhancing Climate Resilience of India's Coastal Communities -ECRICC)

1. Background

Forest, Environment & Climate Change Department, Govt. of Odisha is implementing a coastal climate resilience project titled "Enhancing Climate Resilience of India's Coastal Communities -ECRICC" in 7 project landscapes of 4 coastal districts (Balasore, Kendrapada, Ganjam & Puri) under the overall supervision of MoEFCC, Govt. of India . The project is jointly funded by the Green Climate Fund (GCF) & Govt. of Odisha.

IIT- Bhubaneswar has been providing technical support to the ECRICC project in Odisha in the 1st Phase of restoration/protection of seagrass and salt marshes eco-system in the appropriate project landscapes of 4 districts in Odisha as the Technical Support Agency (TSA) . In the 2nd phase of implementation for restoration /protection of seagrass in Chilika landscapes (Puri & Ganjam districts) , DFO(WL),Chilika & DFO(WL),Puri division would be the Government Executing Agencies (GEAs) for restoration/protection of seagrass to achieve the total target of ECRICC project in Odisha.

To strengthen scientific planning, implementation and monitoring on restoration/protection of seagrass eco-system in the potential/degraded sites of Chilika lagoon and day-to-day technical assistance & implementation support to DFO(WL),Chilika & DFO(WL),Puri under ECRICC project. DPMU, ECRICC Project , Puri intends to engage **eligible and qualified 1 No. of Subject Matter Specialist (SMS)- Finance & Administrative Officer** purely on contractual basis through empanelled Outsourcing Agency for deployment in the **Seagrass Implementation & Support Team (SIST)** in the Office of the DFO(WL), Puri & Office of the DFO(WL), Chilika as per the details terms and conditions mentioned below:

2. Position: Subject Matter Specialist (SMS) – Finance & Administrative Officer

3. No of Vacancies: 01 Nos.

4. Duty Station: Office of the Divisional Forest Officer (WL), Chilika

5. Duration of Engagement: The engagement will be for an initial **period for One (01) year**, extendable based on satisfactory performance project requirement, availability of project fund. **These contractual positions are co-terminus with the closure of ECRICC Project.**

6. Educational Qualification & Experience

- **Inter CA/ICWA/ M.Com from recognized University/Institution**
- Minimum **Three (03) years of post qualification experience** on work related to accounts, finance, taxes , budget management, general administration, procurement etc.
- Knowledge of OGFR rules of Govt. of Odisha
- Practical experience on usage of tally software for maintenance accounts.
- Experience of working with the Government and working knowledge on MS Office.

7. Age Criteria

- **Minimum & Maximum Age: 25-50 years** as on the date of advertisement.

8. Key Responsibilities

The SMS – (Finance & Administrative Officer) will be responsible for:

- I) Assist accounting support to the DFO(WL), Chilika for maintenance and recording of all financial transactions related to project.
- II) Maintain cash book , tally , and other relevant records, vouchers and journals.
- III) Assist DFO(WL), Chilika for project budget reallocations and chart of accounts coding, policy application and other financial matters.
- IV) Strive to identify ways in which project financial needs can be met within existing Government policies.
- V) Provide financial monitoring reports and analysis of projects and advise project and operations teams on expenditure trends and implementation rates.
- VI) Assist DFO(WL) Chilika for procurement of goods and services related to project and timely compliance related to applicable taxes.
- VII) Develop tools and mechanisms for effective and efficient monitoring of project budget.
- VIII) Coordinate with the DPMUs, SPMU in compilation of financial data and provide accurate and updated financial information on a continuous basis.
- IX) Management of cash receipts and petty cash.
- X) Analyse accounts to ensure accuracy.
- XI) Assist DFO(WL),Chilika in the fulfilment of its accountability obligations.
- XII) Coordination with banks and vendors related financial transactions.
- XIII) Assist in year-end closure processes.
- XIV) Administrative support to DFO(WL),Chilika.
- XV) Any other project related works to be assigned by DFO(WL), Chilika, DPMUs & SPMU.

9. Reporting Authority

The SMS – (Finance & Administrative Officer) will work under the overall supervision of the DFO (WL)Chilika and closely with the FNGO teams of Chilika landscape of Ganjam district ,

DCA, ECRICC (Ganjam), SPMU- ECRICC Project, Bhubaneswar & IIT Bhubaneswar (TSA ECRICC Seagrass & Salt Marshes)

10. Remuneration

- Consolidated monthly remuneration of **Rs. 40,000/- (Rupees Forty Thousand only)** .
- No additional allowances shall be admissible unless specifically approved under project guidelines.

11. Nature of Engagement

- The engagement is purely **temporary and contractual** under the ECRICC Project.
- The engagement shall not confer any right for regular appointment in government service.
- The contract may be terminated at any time based on unsatisfactory performance or project exigencies.

(Eligible & qualified Women Candidates are strongly encouraged to appear the interview process)
