

Walk in Interview

Applications are invited from candidates for the posts

- (a) Project Coordinator (01)
- (b) Engineering Expert a Civil Engineer (01)
- (c) Agricultural Officer (01)
- (d) GP level Community Facilitators (03)
- (e) Project Accountant and Admin (01)
- (f) MIS and M & E Coordinator for Project (01) to work for a project “Water security and de-fluorination at Pavagada Taluk implemented by OUTREACH to work on full time basis as per the terms and conditions stipulated by OUTREACH.

Interested candidates may attend walk in interview with complete biodata, one passport size photo along with copies of original/xerox certificates of the education qualification, professional ability/experience, age proof, PAN, Aadhar card, character certificate (optional), experience certificate by 15th March 2025 during office hours i.e. between 11.00 a.m to 4.30p.m.

Application received through email and post is not entertained. Candidates should be able to read, write and speak in Kannada and English languages.

The candidates should be between the age of 25 years to 45 years.

Local candidates from the project area will be given preference.

Post : Project Co-ordinator

Required qualification : Master’s Degree or graduates in Social Sciences, developmental studies or related Field

Remuneration : Rs.40,000/- per month

Duties and Responsibilities :

The following duties are assigned for Project Co-ordinator

- Monitor all field activity, managing the field staff. For the smooth functioning of programme.
- Conduct village resource mapping
- Preparation of Reports / Book Maintenance
- Conduct Participatory Rural Appraisal (PRA)
- Formation of Community Based Organizations, create local water management committees

- Ensure geo tagging of the activities
- Conduct Farmers Trainings, capacity building of farmers/women institutions for addressing fluoride issues in the existing water tables
- Convergence with Government Departments
- Implementing water conservation activities
- Creating water conservation structures
- Conducting regular staff meeting and minute it.
- Monitor all field activity, managing the field staff. For the smooth functioning of programme.
- Verification of all documents.
- Accountable for the physical work both in terms of quality of work and finance.
- Reports and photo documents.
- He/she has to undergo orientation conducted by the organisation
- Reporting and work under the guidance of the reporting officer
- Any other works entrusted by Senior Programme Officer of OUTREACH connected with the project.

Post : Engineering Expert a Civil Engineer

Required qualification : B.E (Civil Engineering)

Remuneration : Rs.35,000/- per month

Duties and Responsibilities :

The following duties are assigned for Engineering Expert

- Identify locations of water bodies, check dams, bunds, soil bund earthen bund, farm ponds, village tanks etc.,
- Well versed with Planning and execution of above mentioned structures
- Prepare plan and estimates of structures like water bodies, check dams, bunds, soil bund earthen bund, farm ponds, village tanks, rain water structures. And Recharge pits
- Trainings the community
- Converge with other Government line departments
- Constructions of water bodies, check dams, bunds, soil bund earthen bund, farm ponds, village tanks
- Submitting reports
- Verifying the structures, preparing measurements and reporting to the office regularly

Post : Agricultural Officer

Required qualification : M.Sc / B.Sc (Agri) and Allied subjects

Remuneration : Rs.30,000/- per month

Duties and Responsibilities :

The following duties are assigned for Agricultural Officer

- Technical advice to the field staff on modern farming practices, crop management, pest control, irrigation techniques, and fertilization.
- Preparation of report to the donor

- Providing technical know-how to the farmers through training/workshops
- Implementation of soil moisture conservation, agriculture, horticulture, forestry and related activities in the project area
- Preparation of micro plan for smooth implementation of activities
- Preparation of monthly progress report and plan for the next month
- Preparation of estimation and plan for each activity to be implemented
- Supervision and monitoring of activities in the project area
- Regular visits to the field and villages and providing technical know-how on the field to the farmers and field staff
- Analyse agricultural trends, weather patterns, and data to advise on planting and harvesting schedules.
- Stay updated on the latest agricultural technologies and techniques.
- Educate farmers on various government programs that can provide financial assistance or other support.
- Maintain records of farm activities, agricultural practices and other related activities
- Work with government bodies, KVKs and agriculture universities to enhance agriculture productivity of farmers

Post : GP level Community Facilitators

Required qualification : Any Graduation

Remuneration : Rs.18,000/- per month

Duties and Responsibilities :

The following duties are assigned for GP level Community Facilitators

- Work closely with the community
- Formation of user groups
- Facilitate in the Implementation of all the field programmes.
- Collect all the required documents and records from the beneficiaries before the commencement of work.
- Minute all the proceeding of the meeting in their area of work.
- Provide training to the beneficiaries, conduct Gramasabas.
- Networking with other departments, Panchayaths.
- Interact regularly with the project Coordinators, Update work progress.
- Documentation and reporting

Post : Project Accountant and admin

Required qualification : B.Com , well versed with MS (Excel)

Remuneration : Rs.18,000/- per month

Duties and Responsibilities :

The following duties are assigned for Project Accountant and admin

- Maintaining Project Accounts

- Supporting field staff on accounts & programme
- Visit field for monitoring programme
- Maintaining project petty cash & advances
- Conducting training to the group members (on basic accounts, Groups Reps training etc.,)
- Verification of project accounts with supporting like bills, supporting etc., & Bank reconciliation
- Handling cash & cheques
- Preparation of Budgets and its follow ups
- Tally entry of vouchers by supporting the projects.

Post : MIS and M&E Coordinator

Required qualification : B.Com , well versed with MS (Excel)

Remuneration : Rs.18,000/- per month

Duties and Responsibilities :

The following duties are assigned for MIS and M&E Coordinator

- Analysis of data, including reconciliation and monitoring of the data collected.
- Produce the periodic (weekly, fortnightly, monthly, etc.) reports using MIS for effective program management.
- Effectively collecting, compiling and sharing of the program data to the head office.
- Support the program teams in conducting program reviews and develop program presentations and reports.
- Undertake other tasks as reasonably required from time to time.
- He/She should visit the field and monitor the works as per the specifications and report to Project Co-ordinator and Senior Programme Officer
- Using technology (e.g., GIS, mobile data collection) for data gathering
- Regular tracking of inputs, activities, and outputs
- Conducting field visits and site inspections
- Reviewing progress reports
- Identifying and addressing implementation challenges
- Measuring program effectiveness and efficiency
- Identifying lessons learned and best practices
- Preparing M&E reports and dashboards for stakeholders