

Terms of Reference for the post Accounts & HR Officer

Name of the position : Accounts & HR Officer
Nature of the Position : Contractual
Duration : Till December 2018
Location : Bhubaneswar

Background:

UNFPA has partnered with the Department of Sports and Youth Services, Government of Odisha and established a Technical Support Unit (TSU) under State Youth Welfare Board (SYWB) for rolling out of the Odisha State Youth Policy 2013. This support unit is being established under the Department of Sports and Youth services with UNFPA's assistance to provide technical support in developing strategies & implementing the youth related activities and rolling out policy directives. The Technical Support Unit is responsible in coordinating and supporting DSYS in carrying out planned activities and other processes towards rolling out OSYP 2013.

A. Job Responsibilities

The specific roles and responsibilities of the position are briefly given below

Sl.No	Name of the position	Roles & Responsibilities
1	Accounts & HR Officer	<ul style="list-style-type: none">• S/he will establish accounting systems and procedures and internal controls on a regular basis of the project.• S/he will develop records and administer reporting formats in order to ensure that all financial transactions are accurately recorded and adequately monitored and provide sufficient information for decision-making and projections.• S/he will assist in the preparation of monthly, quarterly and annual financial management reports and suggest appropriate corrective actions.• S/he will develop yearly financial plans and budgets, timely disbursement of funds with the prior approval of Director, for the effective implementation of the project.• S/he will meet all the financial reporting requirements of the project under the project agreement of UNFPA.• S/he will carry out regular internal checks and coordinate for internal or external audits for meeting audit requirements, and submit audit reports as required.• S/he will maintain proper stock registers and records and ensure that all purchase/procurements are in accordance with the set norms and within the approved budget lines.• S/he will compile data, facilitate in analysis and documentation.• Public relation and public grievance redressal• S/he will maintain all HR related record of the project.• S/he shall report to the Director, Youth services through Team Leader and shall be responsible for all agreed outputs and provide strategic support as necessary.
2	Qualification and Experience	<ul style="list-style-type: none">• Post graduate in Commerce securing minimum of 60% marks with CA inter having minimum of 10 years of experience in the relevant field, out of which at least 05 years in Government organization with double entry system of accounting.

3	Remuneration	<ul style="list-style-type: none">• Salary- Rs. 40,000-- Rs. 45,000/- per Month
4	Tenure of engagement	<ul style="list-style-type: none">• Initially up to Dec'2018.

B. Allowances

- Communication allowance @ Rs. 1000/ per month (mobile and data card) and reimbursement of Rs. 1500/ towards use of personal laptop.
- TA/DA and accommodation during field visits as per the rules of the SYWB.

C. How to Apply

Please send your updated resume in prescribed format along with a covering letter describing your suitability for the position to hrsymb@gmail.com latest by 25th March' 2018 (within 10 days of the date of advertisement). Please mention the position "Accounts & HR Officer" in the subject line of your e-mail. Only shortlisted candidate will be contacted. The same advertisement is posted in our website: www.dsysodisha.gov.in (Those who had applied earlier in 2017 can also apply again)

Attachment: [Application form for the post ACC & HR Officer.pdf](#)

APPLICATION FORM FOR YOUTH POLICY IMPLEMENTATION PROGRAMME

Post applying for

Photo

BIO-DATA

Full Name (*Mrs./Ms./Mr.*)

First Name

Middle Name

Last Name

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Date of Birth

Gender

Marital Status

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Full Postal Address for communication (Including e-mail address):

E-mail:

Telephone No:

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Mobile

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Educational Qualifications

Degree	University/Institute	Year of Passing	% of Marks	Subject

Additional Qualification (Short Courses / Certificates etc) :

Previous Employment (Most recent one first)

Employer Name/ Organization	Date from /to	Position held	Remuneration	Major Responsibilities

Experience in youth related programmes and /or in the specific domain as mentioned in the TOR (Provide details)

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References

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CERTIFICATE

I certify that above information is true to the best of my knowledge and belief .I also agree that in the event of any misrepresentation and/ or falsification of information, my engagement shall be liable for termination without notice and without prejudice to any other administrative/ legal proceedings that Sports and Youth Service Department may deem fit to initiate.

Place:	Signature:
Date:	Name: