



How To Apply:

- Interested Candidate may apply in the prescribed pro forma (Application Form) along with self-attested copies of certificates of essential qualification and experience to the following address through Speed Post/Registered Post:

Chief Executive Officer (CEO), GMDC-GVT ,GMDC-Gramya Vikas Trust (GMDC-GVT), 2nd Floor, "Khanij Bhavan", 132 Ft Ring Road, Near University Ground, Vastrapur, Ahmedabad 380052.

- Application shall clearly indicate "Application for the post of COO, GMDC-GVT (Bhubaneswar) on the envelope.
- Applications received incomplete or after due date will not be entertained.
- Last date for receipt of application is **July 21, 2023**.

Detailed Job Description:

1.) Chief Operating Officer (COO), GMDC-GVT (Bhubaneswar)

- **Reports to: CEO- GMDC-GVT with parallel reporting to GM (CSR) & GM (CPD)**

Purpose of the post

COO, GMDC-GVT shall be recruited at Regional Corporate Office- GMDC, Bhubaneswar and shall work under the direct supervision and guidance of Chief Executive Officer, GMDC-GVT. S/he shall be based at Regional Corporate Office- GMDC, Bhubaneswar and shall be responsible for determining the CSR related activities, Policy Development, Communication strategy and community Engagement in the newly allotted Coal Area of West Baitrani of Angul District and Buraphar in Sundargadh District. S/he will supervise the CSR Team from two projects based at Odisha.

Key Duties and Responsibilities:

- To develop an effective CSR program encompassing environment, workplace, community and marketplace issues that will deliver agreed CSR goals;
- Develop & design the Inclusive Programs for the community that has larger impact and visibility contextual to both the areas
- Responsible for the overall planning, coordination, implementation, monitoring and evaluation to ensure timely and effective running of all GMDC-GVT projects and guidance to Project Coordinators & Project Officers;

- Provide leadership in strengthening internal & external communications at all levels and promote a positive and supportive work environment.
- Adhering to CSR compliance and understanding industry standards for measurement and establishing CSR performance indicators to bring the organization in line;
- Close networking with the project affected people, Govt. agencies and other national level Agencies
- Develop data collection formats, obtain and analyze programme specific data, and generate program reports;
- Track the performance of the projects carried out under GMDC-GVT and provide suggestions for the performance improvement;
- Identify monitoring indicators and develop various tools at all levels to assess functioning of the programmes.
- Facilitate the development of communication materials e.g. thematic presentations, narratives for different stake holders;
- Collect the detail Project Data on monthly basis, real time basis MIS preparation and puts up to management for decision-making.
- Undertake periodic field visits to verify and authenticate data and to assess functioning of the monitoring systems;
- Prepare monthly, quarterly and annual progress reports, as required by Senior Management (CEO, GMDC-GVT/ GMDC-GVT Board).
- Ensures that project funds are utilized in accordance with approved activities and standard financial procedures;
- Efficient understanding & usage of MS Office
- To develop and author an annual CSR report that provides clear direction on strategy, delivery and performance;
- Defining metrics and processes for measuring performance, and preparing weekly, monthly, annual reports to demonstrate results;
- To perform any other tasks that may be assigned by the Management to fulfill programme objectives.

Required Educational Qualifications

- MBA in Rural Management / PGDRD/PGDRM/ Master of Rural Studies/ MRM/ M.A. in Social Work, MSW or any Social Science PG with relevant experience from a reputed institute and recognized university.
- Previous work experience in a fast-paced, process-driven, corporate organization is desirable;
- Have an excellent communication skills and the ability to distil complex information into simple messages and concise communication materials, tailored for the audience.

Experience

- More than 10 years of proven relevant professional experience of a large scale government projects would be preferable.
- Knowledge and experience of project development, planning, implementation, monitoring, Grievance Management and Stakeholders Management
- Must have knowledge and understanding of project finance procedures.
- Knowledge & experience in mining sector and matters related to legal/statutory requirements in acquiring land for the project and settlement within and outside mining lease area and other relevant aspects
- Efficient understanding & usage of MS Office
- Experience in carrying out Environmental Impact Assessment (EIA), Social Impact Assessment, Baseline/Need Assessment and other studies will be an added advantage.
- Knowledge and experience of models towards sustainable networking (including participatory methodologies).
- Good command over spoken and writing Odia, English and working knowledge of Hindi language.

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