

Indian Red Cross Society, Odisha State Branch
Red Cross Bhavan, Pt. Jawaharlal Nehru Marg, Unit – IX, Bhubaneswar – 22

WALK IN INTERVIEW

Walk in interview for filling up the following posts under IRCS-OSB on contractual basis.

Sl. No	Name of the Post	Posting of place	No. of post	Date & time of Interview
01	Medical Officer	Central Red Cross Blood Bank, Cuttack	01	25 th May, 2019 at 11.00 A.M.
02	Junior Red Cross Officer	JRC Unit, IRCS-OSB	01	25 th May, 2019 at 11.00 A.M.
03	Training Centre Manager	DPTC., IRCS-OSB	01	25 th May, 2019 at 11.00 A.M.
04	Junior Assistant	IRCS-OSB	02(01 ST and 01 UR)	25 th May, 2019 at 11.00 A.M.
05	State Co-ordinator, WASH Project	IRCS-OSB	01	25 th May, 2019 at 11.00 A.M.

Details regarding eligibility criteria, Qualification, Experience and Salary etc. can be obtained from the website www.odisharedcross.org, E-mail ircsosp@gmail.com and from the office Notice Board


Honorary Secretary
IRCS- OSB


MEDICAL OFFICER

(Working Place: Central Red Cross Blood Bank, Cuttack)

Post	: Medical Officer (01 No.)
Education Qualification	: MBBS degree from an Institution recognized by Medical Council of India(MCI) with valid registration from the Odisha Medical Council. She/He have preferably 02 years Post Qualification Experience in Blood Bank Management.
Age Limit	: Up to 65 years of age as on 1 st March, 2019.
Con. Remuneration	: Rs. 45,000 (Rupees Forty Five Thousand only) Consolidated per month.
Period	: Contractual Appointment for a period of One Year, Subject to renewal based on performance.

Job Description :

- All the activities relating to Blood Banking Services and Blood Donation Programme.
- All the activities relating to day care Centre.
- Technical guidance, monitoring and supervising the activities of supporting staff as per SOP
- Carry out related medical duties as determined by appropriate legislation.
- Liaise with other professional and appropriate staff on related matters.


Honorary Secretary
IRCS- OSB

Junior Red Cross Officer

Post	:	Junior Red Cross Officer(01 NO.)
Educational Qualification	:	Bachelor degree from any recognized University.
Age	:	Within 42 years of age as on 01.03.2019
Experience	:	At least 05 years experience in the field of Social Work. At least 01 year experience in working with Red Cross activities will be preferable.
Remuneration	:	Consolidated of Rs. 15,000/- per month.
Periodicity	:	Initial contract for 1 year which may be extended for further Period subject to satisfactory performance of work.

The ideal candidate should:

- have knowledge on computer application.
- have ability to speak and write fluently in Oriya, English & Hindi/ Local dialect.
- Knowledge in Accounting will be preferred.
- Must have work as a social worker for the society at least 3 years.


Honorary Secretary
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TRAINING CENTRE MANAGER

Post	: Training Centre Manager(01 NO.)
Educational Qualification	: <ul style="list-style-type: none">• Have a Bachelor Degree or equivalent from a recognized University or Institution.• Have a Diploma or above in Computer Application or Software.
Age	: 42 years old as on 01.03.2019.
Remuneration	: Rs.14,000/-(Rupees Fourteen Thousand)only per month (Consolidated).
Periodicity	: One year from the date of joining. The periodicity may be extended for further period subject to satisfactory annual performance and physical fitness.


The incumbent will lead the Disaster Preparedness Training Center under the guidance of IRCS-OSB for organizations, coordination and supervision of training programmes of Red Cross, promote public relations and marketing of the training center as well as its proper utilization and maintenance.

The ideal candidate should:

- 05 years experience in HR related activities.
- Have ability to lead a team, self motivated with leadership quality analytical mind strong communication skills.
- Have ability to speak and write fluently in Oriya, English & Hindi/ Local dialect.
- Have basic computer knowledge in Ms-Office and Internet.
- At least 03 years Experience in working with social organisation.
- Knowledge in office management and computerised record keeping.

Desirable : Working in the spirit of volunteerism.

Candidates with knowledge about the Red Cross Movement as well as prior experience in Red Cross will be preferred.


Honorary Secretary
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JUNIOR ASSISTANT

Name of the Post:	Junior Assistant-02 Nos.(01 ST and 01 UR)
Educational Qualification:	Graduate from a recognized Institution. At least Diploma in Computer Application or Software and above.
Experience:	1-2 years experience of official work in any reputed organization will be preferable. Experience in working in the Social work in the different field..
Age Limit :	Age limit 32 years as on 1 st March, 2019(Age relaxation is applicable as per Govt. of Odisha norms).
Remuneration :	Consolidated of Rs. 8,906/- (Rupees eight thousand nine hundred six) only, per month.

The ideal candidate should have:

- Ability to speak and write fluently in Odia, English & Hindi.
- Computer proficiency in Ms-Office and Internet especially Ms-excel/ Word.
- Basic knowledge social work(clerical).
- Able to prepare report on the activities of the different events.
- Willingness for field travel as and when required.
- Odia typing skill in Computer.


Honorary Secretary
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IPC WASH STATE COORDINATOR	
<p>Job Purpose: To lead all WASH-related assessments, planning and technical design, budget management, monitoring, evaluation, and reporting activities through the whole project cycle - start-up, implementation, and close-out - in line with IRCS project quality principles and standards, donor requirements, and good practices.</p>	
<p>Job Duties and Responsibilities</p> <ul style="list-style-type: none"> To identify the needs of the most vulnerable populations through regular visits and through the design and implementation of relevant needs assessments in close collaboration and coordination with all relevant stakeholders. To develop and define detail work plan, schedule, budget, and project implementation modalities and methodologies (including, but not limited to technical specifications, identification and registration of beneficiaries, distribution and sensitization). To ensure that activities and projects adopt best practice principles and are compliant with necessary regulation, legislation and standard nationally or internationally To manage projects and resources effectively so that deliverables are achieved within set budgets, timelines, and standards. To coordinate activities required to ensure proper financial, material, methods and human resource management for quality implementation. To lead the development of all technical tools related to WASH projects (technical guidelines, ToRs for consultants and evaluators, ad hoc reports, contracts, etc.) To analyze the appropriateness, adequacy and potential impact of all interventions in the WASH projects based on known contexts and needs To conduct periodic budget reviews and follow-up with all the staff on timely submission of financial reports to facilitate proper tracking of resource use To monitor, evaluate and report on the impact of activities to meet needs, build capacity, and ensure learning is disseminated and used to improve performance. To disseminate tools, research, best practices, and lessons learned internally and externally through publications, networks, working groups, workshops, etc. To assist with preparation of activities reports and disseminate results and review project documentation to ensure project file is complete with all required documentation and is filed per IRCS and donor requirements. To coordinate and represent IRCS with donors, working groups, relevant local partners and relevant local government and community actors for WASH related issues and working groups. To engage and strengthen partnerships relevant to the WASH projects, applying appropriate application of partnership concepts, tools and approaches while at the same time to identify opportunities to collaborate and coordinate efforts with other stakeholders to ensure the WASH project build upon - rather than replicate - the work of others To provide coaching, strategically tailor individual development plans, contribute to the recruitment process of project staff, and complete performance appraisal for direct reports. To train and provide technical support and guidance to the WASH Officer, Block Coordinators and other WASH staff to implement the WASH projects to a high-quality standard. To liaise with all technical staff on a regular basis to ensure technical assistance is provided to projects when needed. 	
<p>Education, Experience, Knowledge, and Skills</p> <ul style="list-style-type: none"> University degree in Engineering, Public Health or relevant professional qualification. Relevant experience (5+ yrs) in technical area of WASH Field experience with the Red Cross / Red Crescent or a similar reputed international & national humanitarian organization. Experience of working in WASH emergency and development contexts. Programme Management, monitoring, evaluation and reporting experience. Communication skills and experience of delivering training. 	<p>Competencies</p>
<p>Maximum Salary offered: (Consolidated)</p>	
<p>Period of Contract</p>	<p>12 months. The contract will be considered as terminated at the end of 12 months or closure of programme, whichever is earlier.</p>