

**WANTED CLUSTER DEVELOPMENT EXECUTIVE (CDE)
FOR GAJAPATI MILLET AND DAL PROCESSING CLUSTER, GAJAPATI DISTRICT**

Date: 15-11-2024

Centre for Community Development (CCD) is looking for suitable candidate to be engaged as Cluster Development Executive (CDE) under its SFURTI project supported by the Ministry of MSME, Govt. of India in Gajapati district of Odisha. The desirable qualification for the position is Post Graduate in Social Work, Rural Development or MBA in Rural Management. Minimum three years' experience in rural development preferably in cluster-based livelihood support programme is essential. Interested candidates may send their resumes to the e-mail: ccdevraju@gmail.com by 15-12-2024. For more details please visit the Website: <https://www.ccdodisha.org.in>, www.fmc.org.in/, www.devnext.org.in.

Cluster Development Executive (CDE) Position Details

Gajapati Millet and Dal Processing Cluster in Gajapati district is developed with support from Ministry of MSME, Govt. of India under the Scheme of Fund for Regeneration of Traditional Industries (SFURTI). Centre for Community Development (CCD) at Sreedhar Nagar, Pathaptam Road, Paralakhemundi Town, Po/PS- Paralakhemundi, Dist. Gajapati, Odisha-761200 is the Implementing Agency (IA), Gajapati Millets and Agri Products Trust is the Special Purpose Vehicle (SPV), Foundation for MSME Clusters (FMC) is the Nodal Agency, and Devnext Consulting Private Ltd (DEVNEXT) is the Technical Agency (TA) for the Gajapati Millet and Dal Processing Cluster. The IA is looking for a competent, self-motivated and dynamic candidate for the following position.

JOB PROFILE OF CLUSTER DEVELOPMENT EXECUTIVE (CDE)

Job Profile: To coordinate with various agencies/ departments, undertake baseline survey, trainings, exposure programmes/ study tours, promote cluster product marketing, facilitate both forward and backward linkages, and prompt reporting of the cluster progress. The detailed TOR for CDE is uploaded in the website www.ccdodisha.org.in

Basic Qualification: Graduation/ Post Graduation in any social science stream

Desirable Qualification: Post Graduate in Social Work/ Rural Development or MBA in Rural Management.

Essential Experience: 03 years of experience in rural development projects, rural cluster development projects etc.

Preferable Experience: Good communication skills in English and Odia (verbal and written) and proficiency in MS office

Salary: Salary will not be a constraint for deserving candidate.

Place of Posting: At cluster level

Interested candidates may forward soft copy of their resume along with scanned copies of certificates to the e-mail address: ccdevraju@gmail.com by 15-12-2024. Shortlisted candidates will be intimated later on for written and /or personal interview wherein the candidates shall produce the original certificates for verification.

Secretary

**Centre for Community Development (CCD),
Sreedhar Nagar, Pathaptam Road, Paralakhemundi Town,
Po/PS- Paralakhemundi,
Dist. Gajapati, Odisha- 761200
Email: ccdevraju@gmail.com Tel. +91-06815-295516.
Mobile: 9437062516
Website: <https://www.ccdodisha.org.in>**

Terms of Reference (TOR) of CDE

The CDE will be responsible for the implementation of the program and to prepare annual action plan/ business plan besides promoting linkages with professional institutions, local institutions, PRIs assisting the sourcing of raw materials, tying up of credit linkages, marketing of finished goods, collection of user fees, operation and maintenance of CFCs, prompt reporting etc. The detailed TOR is as follows.

- Implement the project activities as per the approved DPR and the guideline and instructions of Ministry of MSME/Nodal Agency/ Technical Agency from time to time.
- Documenting the process of all programs executed under the project.
- Prepare the minutes and photography of all the project meetings and activities.
- Assist in purchase of the required raw materials and ensure quality, reasonable price and timely delivery at the artisan level.
- Contact and coordination with the beneficiaries and strengthening of the women artisan SHGs.
- Look after the successful functioning of the SPV and take all such measures to strengthen it for the sustainability of the project activities.
- Record keeping, maintaining stock registers & assets of the project etc.

- Maintain the daily dairy of the project activities.
- Prepare and submit the monthly work plan in consultation with the artisans, Chairman of SPV and the Head of the IA.
- Prepare and submit monthly, quarterly progress report and project completion report to CCD and other authorized organizations and undertake online submission of reports in Ministry of MSME portal.
- Assist the Head of the IA in the project implementation and artisan development and execute all such activities which may be required for the successful execution of the project.
- Organize all the meetings, workshops, and contact with local administration, Bankers, Marketing agencies, buyers and artisan beneficiaries.
- Participate in local and outside exhibitions, state and national exhibitions along with artisans and their products in different places of Odisha and India.
- Ensure timely production of weaving materials as planned, ensure proper quality, undertake proper packaging, transportation and forwarding to different destinations and purposes.
- Establish good rapport with the artisans/women and their SHG leaders, coordinate with them on regular basis and resolve any conflict among them that arise in the course of project execution in consultation with the Head of the IA.
- Look after the safe storage of raw material and finished products at the local level.
- The CDE shall remain the custodian of all assets of the project.
- The CDE will be assigned any other job besides the above in the interest of the project as and when required as directed by Head of the IA or any other authorized agency under the project.