

# APPOINTMENT

State Institute for Development of Arts & Crafts, a Government of Odisha Organization engaged in development of handicraft sector in Odisha, requires to engage **Cluster Managers** on contractual basis under the project of “Development of Craft Cluster” with the following criteria

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|-------------------------|---|
| Education Qualification | Post Graduate in Social Science with 2 years working experience in handicraft sector/ Graduate in any discipline with 10 years working experience in handicraft sector. |
| Age                     | Preferably below 45 years   |
| Remuneration            | Rs 20,000/-   |
| Engagement period       | Annual basis for maximum 3 years basing on the performance till completion of the project.  |

The Cluster Manager will be engaged in cluster to work full time. The responsibility is mainly to organize the craft cluster as a production base of handicrafts for sustainable livelihood of artisans.

Interested persons fulfilling all the criteria may apply to the undersigned with their resumes and other supporting documents by dt- 25-07-2015. Details term of reference for the post is available in the website.[odisha.gov.in/textiles](http://odisha.gov.in/textiles).

**Member Secretary, SIDAC**



**State Institute for Development of Arts & Crafts**

Handlooms, Textiles & Handicrafts Department, Government of Odisha  
Handicrafts Complex, Gandamunda, P.O- Khandagiri, Bhubaneswar - 751030  
Tel/Fax No.+91 (0) 674 2351389, 2350310

E-mail: [sidacorissa@gmail.com](mailto:sidacorissa@gmail.com), Web site: [www.sidac.org.in](http://www.sidac.org.in)

## TERMS OF REFERENCE FOR THE ENGAGEMENT OF CLUSTER MANAGER

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|----|--|---|
| 1. | Method of engagement                               | Through advertisement in local dailies Odia news paper and interview by selection committee   |
| 2. | Terms of Engagement                                | The engagement is purely contractual basis at mutual agreed terms. Initially it will be for period of one year for maximum 3years basing on the performance till completion of the project.   |
| 3. | Essential Qualification                            | Post Graduate in Social science with 2 years working experience in handicraft sector / Graduate in any discipline with 10 years working experience in handicraft sector   |
|    | Desirable Qualification                            | Expertise in Cluster Development activities   |
|    | Experience   | <p>1- The relevant professional experience including quantitative survey, PRA exercise, community development and empowerment related to handicrafts &amp; artisans , SHG formation and strengthening, community mobilisation, capacity building and training of the artisans, experience in preparation of micro plan of the artisan SHGs, social and resource mapping, sampling selection, data collection and report writing.</p> <p>2- Experience in the usage of computers and office software packages (MS Word, Excel, etc.</p> <p>3- Good communication and interpersonal skills.</p>   |
|    | Age limit  | Preferably below 45 years   |
| 4. | Monthly Remuneration                               | Rs 20,000 /-  |
| 5. | Job Description, Responsibilities and Deliverables | <p>The Cluster Manager shall be responsible for overall coordination of project activities; ensuring timely collection, coordination and dissemination of all information to SIDAC.</p> <p>1- Facilitate in SHG formation, and strengthening the SHGs &amp; SPV.</p> <p>2- Prepare business plan of the SHGs in consultation with the SPV.</p> <p>3- Monitor regular activities of SHGs and verify the SHG's records.</p> <p>4- Organise exposure visits for the artisans and cluster actors.</p> <p>5- Compile and submit monthly progress report of the cluster.</p> <p>6- Organise training and capacity building programmes for the artisans and other stake holders of the cluster.</p> <p>7- Apart from the above job responsibilities, they are to perform other duties/responsibilities as assigned by the SIDAC from time to time.</p> |

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