

**Mo School Abhiyan Parichalana Sangathan (MSAPS)**  
(A Government of Odisha initiative under School & Mass Education  
Department)

A1 Block, 6<sup>th</sup> Floor, Toshali Bhawan, Satya Nagar, Bhubaneswar, Odisha  
Email: [reachout@moschool.in](mailto:reachout@moschool.in), [www.moschool.in](http://www.moschool.in)

**Application for the post of Chief Executive Officer (CEO), MSAPS**

Mo School Abhiyan Parichalana Sangathan (MSAPS) invites applications from Indian nationals for its Chief Executive Officer (CEO). MSAPS is a registered society under Department of School and Mass Education, Government of Odisha to provide a platform for individuals, associations, social impact organizations, foundations, philanthropists, CSRs, companies and others for contributing to the development of the school ecosystem in Odisha. The CEO will be responsible for overseeing the administration, programmes and strategic plan of the organization along with alumni mobilization, programme outreach, contribution management, and co-ordination with government / different departments and media relations. The engagement is purely contractual and for one year in the first stage.

Application consisting of a cover letter and an up-to-date CV should be sent through email to [reachout@moschool.in](mailto:reachout@moschool.in) or through registered post to office of MSAPS by 3<sup>rd</sup> April 2023. For more details of the posts and full job descriptions, visit the Mo School website [www.moschool.in](http://www.moschool.in) and click on *Advertisement for Post of CEO, Mo School Abhiyan Parichalana Sangathan*. Only applications of short-listed candidates will be acknowledged.

Sd/-

State Project Director, OSEPA-cum-  
Member Secretary, MSAPS

**The Term of Reference (ToR) for the post of Chief Executive Officer (CEO),  
Mo School Abhiyan Parichalana Sangathan (MSAPS) is as follows:**

**1. Key responsibilities:**

The key areas of responsibilities for the post of CEO

- a) Strategic leadership of Mo School Abhiyan as delegated by Department of School & Mass Education, Govt of Odisha and Governing Council of MSAPS.
- b) High motivation and mobilization of Odisha school alumni, organizations, foundations and other donors.
- c) Excellent and timely programme delivery.
- d) Management of a skilled, energetic, motivated, diverse team that is drawn from Government, Development sector and Corporate.
- e) Financial Management and overall responsibilities.
- f) External communication and representation of programme across government departments, internal and external stakeholders.

**2. Specific duties:**

- a) Works with Chairperson, Governing Council and Chairperson, Executive Council to fulfill the Mo School Abhiyan's mission.
- b) Manage overall operations, human and other resources for achieving Mo School objectives in a meaningful way.
- c) Design and implement an Annual Work Plan and timeline to ensure efficient delegation of work, accountability, and timely submission of deliverables.
- d) Lead budget preparation and allocation including matching of Government grants to donor funds; conduct oversight of the accounting and bookkeeping operations to ensure financial discipline and compliance.
- e) Co-ordinate the mobilization efforts to encourage and enroll Alumni and Alumni Associations in India and abroad to contribute to schools.
- f) Facilitate key stakeholders, collaborators, outreach, public relation and media relation for enhancement of MSAPS's image and programme.
- g) Foster multidisciplinary thinking, team cohesion and collaborate with Mo School team, ensure efficient implementation, monitoring, reporting of projects and impact assessments.



### 3. Requirement for the job:

The skills, abilities, experience and knowledge will be as follows

#### 3.A. Skills & Abilities:

- i. **Planning and organizing:** Ensure that time and resources are utilized to best effect for the achievement of Mo School Abhiyan's goals and mission and that Government of Odisha is committed to agreed courses of action
- ii. **Relationship Building:** Creating and maintaining harmonious and constructive working relationships with other directorate/ agencies of School & Mass Education Department, other departments, internally and /or externally with stakeholders.
- iii. **Effective decision making:** Making clear, informed and timely decisions that lead to effective outcomes in line with Mo School Abhiyan's objectives and Government of Odisha's decisions.
- iv. **Collaboration and Cooperation:** Working respectfully, effectively and collaboratively with others in Mo School team, across School & Mass Education department, other departments and externally to deliver effective outcomes.
- v. **Change Management:** Seeking out and developing diverse ideas and approaches to Mo School programme in different districts, responding positively and constructively to changes and fostering a culture of continuous implement for self and team.

#### 3.B. Knowledge and Experience:

##### 3. B.1: Essential

- i. The applicant must be minimum of 40 years and maximum of 55 years age.
- ii. Post Graduate degree in any discipline from a recognized University.
- iii. Fifteen years professional work experience in school education/ project administration and management of National/State level social impact projects in executive rank.
  - Out of the above fifteen years, work experience of three years in UN/ Multilateral/ International agencies.
  - A minimum of three years' work experience of State level social mobilization projects.

**Additional:**

- i. Excellent skills in written and spoken Odia and English languages; strong communication and presentation skills using technology.
- ii. Strong analytical and conceptual skills, and the ability to process and articulate complexity in a coherent way.
- iii. Demonstrated knowledge of budgeting and financial oversight requirements.
- iv. Effective inter-personal skills, including tact, sensitivity, flexibility and demonstrable inclusiveness with experience of leading a team.
- v. Strong networking capacity with different stakeholders like multilateral agencies and not-for-profit organizations
- vi. Managing change and organizational transformation
- vii. Organizational spokesperson ship.

**3.B.2 Desirable:**

- i. Minimum three years of experience of direct reporting to a Governing Council/ Board of Trustees in an effective Governance system.
- ii. In depth understanding and knowledge of School Education issues and sector.
- iii. Current knowledge of development issues, strategies, as well as programming policies and procedures in development cooperation, in particular pertaining to school education.

4. The engagement is purely contractual and for one year in the first stage.

5. Remuneration: Rs 2 lakhs (Rs. Two lakhs only) per month (all inclusive)

6. Suitable and short-listed candidates will be intimated for further selection basing on "*knowledge and experience*" as mentioned in the para3.B. of ToR.

7. Final selection will be based on the process of interview and such candidates shall be intimated in time.

Sd/-

State Project Director, OSEPA-cum-  
Member Secretary, MSAPS