

STATE AGENCY FOR DEVELOPMENT OF HANDLOOM CLUSTERS (SADHAC)
HANDICRAFT COMPLEX, GANDAMUNDA, BHUBANESWAR-751031

ADVERTISEMENT FOR CONTRACTUAL ENGAGEMENT OF CHIEF EXECUTIVE OFFICER

Applications for the post of Chief Executive Officer in the prescribed format are invited for engagement on contractual basis for SADHAC. The last date of receipt of application is 24.04.2018 (3:00PM).

1. **Chief Executive Officer** : One Post
 - i) **Qualification** : Degree in Textile Technology from a recognized institution, M.B.A preferred.
 - ii) **Age** : Must not be above 50 years of age as on 01.04.2018.
 - iii) **Experience** : Should have professional, managerial and administrative Experience of five years in Textiles, Handlooms field. Must be computer savvy.
 - iv) **Job Specification** :
 - He / She shall be solely responsible for carrying forward the objectives of SADHAC i.e., Promotion and Development of Handloom Sector in Odisha.
 - Formulation of Project proposals, implementation of projects, organisation of workshop, seminar, training programme etc. by arranging funds, Preparation of Budget, Liasoning with Govt., Non-Government Offices and other Organisations including Banks, Financial Institutions etc.
 - He / She shall be responsible for implementation, monitoring and evaluation of programmes / projects entrusted to SADHAC including furnishing of reports and returns as required under the guidelines and apprise the same to the Governing Body.
 - He / She shall assist the Member Secretary in discharging the day to day activities of SADHAC.
 - He / She will coordinate with Zonal Officers, Cluster Development Executives (CDEs), Cluster Designers and Members of Consortia and other stakeholders for furthering the objectives of SADHAC and implementing its plans and programmes.
 - He / She will exercise command and control over the office bearers of SADHAC and IHDS Clusters, Staff for obtaining their best efforts and assess performances of all staff, take disciplinary action as and when required and manpower requirement, planning and its recruitment.
 - He / She will maintain financial discipline as prescribed in the financial rule to be adopted by SADHAC.
 - The delegation of financial and administrative powers to CEO will be governed by the rules adopted in this regard by SADHAC.