

**Government of Puducherry  
Department of Women and Child Development  
Terms of Reference  
Roles and Responsibilities**

Position	Responsibilities	Qualifications & Experience
<p><b>State Project Coordinator</b></p>	<ul style="list-style-type: none"> <li>➤ Overall responsibility for effective implementation of the mission in the State including ensuring that the SRCW delivers on the objectives of NMEW.</li> <li>➤ Prepare the annual work plans for SRCW in consultation with NRCW and nodal Departments in the State. Also ensure that all staff and institutional partners have clear work plans consistent with the annual work plans.</li> <li>➤ Lead a team of professional and manage partner organizations in different aspects of the mission.</li> <li>➤ Operationalize partnerships with Government Departments at the state level to work on convergence of programmes and schemes.</li> <li>➤ Anchor mechanisms for on-field convergence between different activity areas(social, economic, political and legal) and identify opportunities for convergence with Government programmes and schemes.</li> <li>➤ Operationalize physical and financial progress trackers and ensure quality and thematic integration in mission's strategies.</li> <li>➤ Provide oversight to project components in the "pilot convergence" model by implementing partners and ensure that they deliver on outputs agreed as per project conditions.</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>➤ Master's Degree in Social Work/Economics /Women's Studies/Law/Governance/ any other related field.</li> <li>➤ Minimum experience of 5 years of working on women issues, with at least 3 years spent in managing and leading projects and teams.</li> <li>➤ Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.</li> <li>➤ Excellent understanding and knowledge of women's issues and policies and programmes of the government, at the national and state level.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>➤ Ph.D. in the relevant field.</li> <li>➤ Previous experience of working with the Government on policy issues.</li> <li>➤ Previous publications, articles and papers on the area of expertise, with particular emphasis on women.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Coordinate with various thematic experts in NRCW to implement interventions including IEC, training and capacity building, research studies including impact assessments, midterm reviews, exploratory research etc.</li> <li>➤ Prepare and submit the following reports/documents: Annual and Quarterly Work Plans, Quarterly and Annual Progress Reports and update on Monitoring Plans as may be required by NRCW.</li> <li>➤ Prepare briefing notes, documents and reports on the project for various committees and the advisory group.</li> <li>➤ Organizing meetings of the State Mission Authority (SMA) at least twice a year, putting up agendas, preparation of minutes, follow up on actions decided to be taken etc.</li> <li>➤ Establish knowledge partners/forums/ advisory groups consisting of experts/academic institutions, technical resource agencies, financial institutions and private sector.</li> <li>➤ Undertake any other activity as may be required to further the aims and objectives of SRCW.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Knowledge of monitoring and evaluation techniques as well as conducting impact assessment studies.</li> </ul> <p><b>General Condition</b></p> <ul style="list-style-type: none"> <li>➤ Involves extensive travel within the state. Age of candidate preferably between 40-55 Years.</li> <li>➤ Salary Rs. 52,500 per month</li> </ul>
<b>Specialist Gender</b>	<ul style="list-style-type: none"> <li>➤ Coordinate with NMEW for research and knowledge base on critical issues impacting women/girl child including building common mandates with the States to address gender concern on priority and all activities concerning government schemes and programmes.</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>➤ Master's Degree in Social work/Economics/Women's Studies/Law/Governance/ any other related field.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Generate ideas/themes to undertake research studies to assist in framing policies and programmes under the convergence mandate of the Mission.</li> <li>➤ Coordinate and monitor the commissioned studies.</li> <li>➤ Undertake any other activity as may be required to further the aims and objectives of SRCW.</li> <li>➤ Should be prepared to travel extensively.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Minimum experience of 3 years in the training and capacity building on issues related to women.</li> <li>➤ Good knowledge of computers and ability to work in MS Office packages.</li> <li>➤ Working knowledge of spread sheet and presentation packages.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>➤ Previous experience of working with the Government.</li> </ul> <p><b>General Condition</b></p> <ul style="list-style-type: none"> <li>➤ Involves extensive travel within the state.</li> <li>➤ Age of candidate preferably between 30-45 years.</li> <li>➤ Salary to Rs.36,750/- per month.</li> </ul>
<p><b>Research Officer</b></p>	<ul style="list-style-type: none"> <li>➤ Collate and document information, gender disaggregated data relating to various sectoral areas like livelihoods, health, education etc. particularly with regard to women.</li> <li>➤ Undertake empirical as well as desk based studies to review implementation of gender sensitive health policies and programmes.</li> <li>➤ Assist specialist Gender to undertake research studies in framing policies and programmes under the convergence mandate of the mission.</li> <li>➤ Undertake any other activity as may be required to further the aims and objectives of SRCW.</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>➤ Master's Degree in Social Work/Economics/Women's Studies/Law/ Governance/any other related field.</li> <li>➤ · Minimum experience of 2 years in Research field.</li> <li>➤ · Must have computers knowledge and ability to work in various MS Office, data analysis packages like SPSS, STATA etc.</li> </ul> <p><b>Desirable</b></p> <p>Previous experience of working with the Government.</p> <p><b>General Condition</b></p> <p>Involves extensive travel within the state. Maximum age limit of 45 years. Salary Rs. 26,250 per month.</p>

<p><b>Training and Research Officer</b></p>	<ul style="list-style-type: none"> <li>➤ Creation of training modules at the State, District and Block Levels with Government and Non-governmental institutions.</li> <li>➤ Formulates training outlines and determines instructional methods, utilizing knowledge of specified training needs and effectiveness of such methods as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops.</li> <li>➤ Coordinates or performs administrative functions necessary to deliver and document training programs.</li> <li>➤ Assists in analyzing and assessing training and development needs for individuals, communities, and/or university departments.</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>➤ Master's Degree in Social Work / Economics/ Women's Studies / Law/ Governance / any other related field. Minimum experience of 2 years working on women's issues.</li> <li>➤ Good knowledge of computers and ability to work in MS Office packages.</li> <li>➤ Working knowledge of spread sheet and presentation. Should have high level English proficiency in speaking and writing. Female candidates preferred.</li> </ul> <p><b>Desirable</b></p> <p>Previous experience of working with the Government.</p> <p><b>General Condition</b></p> <p>Involves extensive travel within the state.  Maximum age limit of 24-35 years.  Salary Rs. 26,250 per month.</p>
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<p><b>Assistant</b></p>	<ul style="list-style-type: none"> <li>➤ Assistant for accounts will provide administrative support undertaking clerical tasks such as typing, filing, making phone calls, and basic bookkeeping.</li> <li>➤ Working with spreadsheets, purchase ledgers and journals. Preparing statutory accounts.</li> <li>➤ Calculating and checking to make sure payments, amounts and records are correct.</li> <li>➤ Sorting out incoming and outgoing daily post and answering any queries.</li> <li>➤ Managing petty cash transactions.</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>➤ Bachelors or Masters Degree with strong accounting background. Minimum experience of 3 years.</li> <li>➤ Good knowledge of computers and ability to work in MS Office packages.</li> <li>➤ Working knowledge of spread sheet and presentation. Female candidates preferred.</li> </ul> <p><b>Desirable</b></p> <p>Previous experience of working with the Government.</p> <p><b>General Condition</b></p> <p>Involves extensive travel within the state.</p> <p>Maximum age limit of 24-35 years.</p> <p>Salary Rs. 15,750 per month.</p>
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The final date for submission of applications, for the above mentioned SRCW staff vacancies, to the Department of Women and Child Development, Housing Board Complex, Opposite to LIC Building, New Saram, Puducherry-13 is 07.04.2016.

**//By Order//**

**(S.YESVANTHAIYAH)**  
**DIRECTOR**

**Declaration:**

I hereby declare that the foregoing information is correct, genuine and complete to the best of my knowledge and belief and nothing has been concealed or distorted.

Place:

Date:

**Signature of Applicant**

**Terms and Conditions for Candidates:**

- The positions are purely temporary, time bound and co-terminus with the scheme or earlier depending on the performance
- The appointment will be terminated either with the termination of the scheme or even before at the discretion of the competent authority.
- The Department of Women and Child Development, Puducherry will have no liability, whatsoever, for the persons recruited under the scheme.
- The Competent Authority reserves the right to fill up or not to fill up the posts as notified in this advertisement.
- No objection certificate from the employer is preferred if already in the service elsewhere.
- No TA/DA will be paid to attend the interview.
- Canvassing/political pressure in any form will render the candidate disqualification for the position.
- The decision of the Department of Women and Child Development will be final and binding on all aspects.

- Merely conformity to the job requirement will not entitle a candidate to be called for interview/considered for appointment, the committee reserves the right to reject the application without assigning any reason and to raise the standard of specifications to restrict the number of candidates to be called for interview. The recruitment process can be cancelled / suspended/ terminated without assigning any reasons.
- In order to regulate the number of candidates to be called for interview, if so required, the Department of Women and Child Development, Puducherry reserves the right to raise the minimum standards/criteria or to relax the minimum eligibility criteria/standards.
- Preference may be given to women.
- Selection criteria will be decided by the Chief Secretary based on educational qualification, field experience, publication of research papers (as it applies) performance in the interview and any other relevant factors.

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