

Manpower required for SRCW (Broad parameters)

No	Position*	Responsibilities	Qualifications & Experience and Salary
1	State Project Coordinator (1)	<p>Overall responsibility for effective implementation of the mission in the State including ensuring that the SRCW delivers on the objectives of NMEW.</p> <p>Prepare the annual work plans for SRCW in consultation with NRCW and nodal department in the State. Also ensure that all staff and institutional partners have clear work plans consistent with the annual work plans.</p> <p>Lead a team of professionals and manage partner organizations in different aspects of the mission.</p> <p>Operationalize partnerships with government departments at the state level to work on convergence of programmes and schemes.</p> <p>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.</p> <p>Operationalize physical and financial progress trackers and ensure quality and thematic integration in mission's strategies.</p> <p>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.</p>	<p><u>Essential</u> Master's Degree in Social Work /Economics/Women's Studies/Law/Governance/any other related field.</p> <p>Minimum experience of 5 years of working on women's issues, with atleast 3 years spent in managing and leading projects and teams.</p> <p>Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.</p> <p>Excellent understanding and knowledge of women's issues and policies and programmes of the government, at the National and State level.</p> <p><u>Desirable</u> Ph.D. in the relevant field.</p> <p>Previous experience of working with the government on policy issues.</p> <p>Previous publications, articles and papers on the area of expertise, with particular emphasis on women.</p> <p>Knowledge of monitoring and evaluation techniques as well as conducting impact assessment studies.</p> <p><u>General Condition</u></p>

		<p>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.</p> <p>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.</p> <p>Prepare briefing notes, documents and reports on the project for various committees and the advisory group.</p> <p>Organizing meetings of the State Mission Authority (SMA) at least twice a year, putting up agendas, preparations of minutes, follow up on actions decided to be taken etc.</p> <p>Establish knowledge partners/forums/ advisory groups consisting of experts/ academic institutions, technical resource agencies, financial institutions and private sector.</p> <p>Undertake any other activity as may be required to further the aims and objectives of SRCW.</p>	<p>Involves extensive travel within the state.</p> <p>Age of candidate preferably between 40-55 years.</p> <p>Salary Rs. 50,000/- per month</p>
2.	Specialist Gender (1)	<p>Coordinate with NRCW for research & knowledge base on critical issues impacting women/girl child including building common mandates with the States to address gender concerns on priority and all activities concerning government schemes and programmes.</p>	<p><i>Essential</i> Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field Minimum experience of 3 years of working on</p>

	<p>Generate ideas/themes to undertake research studies to assist in framing policies and programmes under the convergence mandate of the Mission.</p> <p>Coordinate and monitor the commissioned studies.</p> <p>Undertake any other activity as may be required to further the aims and objectives of SRCW.</p> <p>Should be prepared to travel extensively</p>	<p>women's issues.</p> <p>Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.</p> <p><u>Desirable</u> Previous experience of working with the government.</p> <p><u>General Condition</u> Involves extensive travel within the state. Age of candidate preferably between 35-45 years. Salary of Rs. 35000 per month.</p>
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5	Assistant (Training & Documentation) (1 no.)	<p>Maintain data entry operations in the SRCW.</p> <p>Assist in the training and capacity building programmes, as well as research and other programmes under the convergence mandate of the Mission.</p> <p>Record minutes of meeting, records of meeting held by SRCW.</p> <p>Maintain the computer systems in the SRCW. Undertake any other activity as may be required to further the aims and objectives of SRCW.</p>	<p><u>Essential</u> Graduate in any discipline. Typing speed of 30 wpm is essential. Minimum work experience of 3 years.</p> <p><u>Desirable</u> Diploma in Computer applications. Managing computer systems and hardware.</p> <p><u>General Condition</u> Maximum age limit of 35 years. Salary of Rs. 15000 per month.</p>
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Annual leave for the staff of SRCW will be as per the rules of the respective State Govt./UT Admn.