

## Terms of Reference

### Roles and Responsibilities

Position	Qualifications & Experience	Responsibilities
Specialist Training SRCW, Dehradun	<p><b><u>Essential</u></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 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. Working knowledge of spread sheet and presentation packages.</li> </ul> <p><b><u>Desirable</u></b> Previous experience of working with the government</p> <p><b><u>General Condition</u></b> Involves extensive travel within the state. Age of candidate preferably between 35-45 years Maximum age limit of 45 years Salary Rs. 25000 per month</p>	<ul style="list-style-type: none"> <li>• Collaborate with NRCW for strengthening training and capacity building activities related to different domain areas such as livelihood, health, Gender Budgeting/mainstreaming, education, awareness building etc. including training of village coordinators</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>
Research Officer SRCW, Dehradun	<p><b><u>Essential</u></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><u>Desirable</u></b> Previous experience of working with the government</p> <p><b><u>General Condition</u></b> Involves extensive travel within the state. Maximum age limit of 35 years Salary Rs. 25000 per month</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>
District Coordinator, PSK, Haridwar	<p><b><u>Essential</u></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 3 years of working on women's issues.</li> <li>• Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.</li> <li>• Good understanding and knowledge of women's issues and policies and programmes of the government</li> <li>• Good communication skills in public relations, public dealing, information dissemination etc.</li> </ul> <p><b><u>Desirable</u></b> Previous experience of working with the government</p> <p><b><u>General Condition</u></b> Involves extensive travel within the district. Maximum age limit of 45 years Salary Rs. 22000 per month</p>	<ul style="list-style-type: none"> <li>• Daily management of District Convergence and Facilitation Centre which includes coordination and interaction with DCs office, other Govt. Depts, TCFC, VCFC, CSOs etc. Preparation of monthly action plans with deliverables.</li> <li>• Assist the TCFC and VCFC in planning their activities, assist in implementation and monitoring their activities to ensure achievement of programme objectives.</li> <li>• Creation of information database about government programme and scheme</li> <li>• Analyse the report/results of various government programmes/schemes through gender perspective and present result to the DCs.</li> <li>• Coordinate with CSOs working in the area of women empowerment and identify areas for cooperation.</li> <li>• Represent NMEW in various district level forums, attend meetings organised by DCs office, SRCW etc.</li> <li>• Organise district level meetings with line department staff, bankers and other agencies</li> </ul>

		<ul style="list-style-type: none"> <li>• Undertake frequent field visits to review implementation and convergence of schemes and programmes for empowerment of women</li> <li>• Identifying service providers for training and capacity building, skill up-gradation and market linkages.</li> <li>• Undertake any other activity as may be required to further the aims and objectives of DCFC.</li> </ul>
Data Entry Operator, PSK, Haridwar	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Graduate with a minimum of 3 years experience.</li> <li>• Good communication skills in public relations, public dealing, information dissemination etc.</li> <li>• Good knowledge of computers and ability to work in MS Office Packages, working knowledge of spread sheet and presentation packages.</li> </ul> <p><b><u>Desirable</u></b> Graduate and Diploma in Computer Application</p> <p><b><u>General Condition</u></b> Maximum age limit of 35 years Salary of Rs 8000 per month</p>	<ul style="list-style-type: none"> <li>• Maintain the information desk at the DCFC, provide necessary information regarding schemes, answer queries and suggest solutions to the people coming to the information desk.</li> <li>• Helping people to fill forms for schemes, conduct initial scrutiny of documents, check for support papers and submission to relevant department.</li> <li>• Maintaining a proper dynamic database of women in the various pilot areas, it is also necessary this includes regular updation</li> <li>• Undertake any other activity as may be required to further the aims and objectives of DCFC.</li> </ul>
Coordinator SPA-R, Dehradun	<p><b><u>Essential</u></b></p> <ul style="list-style-type: none"> <li>• Master's Degree in Sociology/Economics/Women's studies.</li> <li>• Minimum experience of 5 years of working in govt. Sector/ govt Society.</li> <li>• Managing budget of schemes.</li> <li>• Experience of field inspection and monitoring</li> <li>• Good knowledge of computers and ability to work in MS Office Packages</li> </ul> <p><b><u>Desirable</u></b> Previous experience of working with the government</p> <p><b><u>General Condition</u></b> Maximum age limit of 45 years Salary Rs. 25000 per month</p>	<ul style="list-style-type: none"> <li>• Creation of information database. Preparation of reports, auditing and managing of the budget.</li> <li>• Organise meetings with line department staff, bankers, NGOs and other agencies.</li> <li>• Monitoring and evaluation of the implementing partners.</li> <li>• Undertake frequent field visits to review implementation of SPA-R,</li> <li>• Identifying service providers for training and capacity building, skill up-gradation and market linkages.</li> <li>• Undertake any other activity as may be required to further the aims and objectives of SPA-R.</li> </ul>