

NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

**Position: Consultants for professional support to Chairperson/ Members**

**(1) Nature of Work:**

- i. To give professional support to the Chairperson/Members of NCPCR on child rights issues and related matters.
- ii. To collect the relevant data, information, documents from different sources that may be required by the Chairperson/Members from time to time.
- iii. To record the proceedings as well as to prepare minutes of the meetings initiated/organized at the instance of the Chairperson/ Members;
- iv. To render assistance to Chairperson/Members in handling the files referred to them;
- v. To organize the field visits and prepare the reports in connection with field visit of Chairperson/Members and to collect relevant information/documents for their use for the said field visits or in connection with any complaints of child rights violation/deprivation. ;
- vi. To liaise /coordinate with the concerned Government Departments/ Officers/Authorities/NGOs/Activists for the purpose of field visits, obtaining any relevant information/ documents for the Chairperson/ Members;
- vii. To draft all correspondence/ notes/ reports relating to the professional work of the Chairperson/Members.
- viii. To draft reports/recommendations/ guidelines on the issues/matters dealt by the Chairperson/Members to whom they would be attached.
- ix. Any other work that may be assigned from time to time.

**(2) Qualifications/Experience:**

- i. A postgraduate degree from a recognized university in social work/ psychology/ child development/ sociology/ law/ political science/public administration.
- ii. 05 years of working experience in project formulation/ implementation/ monitoring and/or scrutinizing/ analyzing/ writing reports on social sector/development;
- iii. Working experience in the field of child rights/ child protection/ child welfare/ child development would be an added advantage.
- iv. Proficient in working on Computer and excellent communication skill (oral and written) in English and Hindi.
- v. Knowledge of some of the regional languages would be an added advantage.

**(3) Competencies:**

- i. Should have clarity in thought and highly motivated.
- ii. Should be willing/able to travel out as and when necessary.
- iii. Should be able to work within deadlines.
- iv. Should have team spirit

**(4) Period of Assignment and Remuneration:**

- i. The engagement will initially be for a period of 06 months, extendable to a maximum period of 01 year, based upon necessity and performance.
- ii. The remuneration will be fixed between Rs.30,000/- to Rs. 40,000/- commensurate with qualification, experience and nature of work.
- iii. The Commission reserves its right to accept or reject any application without assigning any reason and/ or relax any conditions in exceptional circumstances.

- iv. The above position is to be filled up purely on contract basis. The selected candidate on engagement shall enter into a contract with the Member Secretary (NCPCR), having details of the terms of engagements, before formal engagement.

**(5) How to apply:**

The expression of interest with updated CV, indicating post for which you are applying, should reach the Member Secretary, NCPCR, Chanderlok Building (5<sup>th</sup> Floor), 36, Janpath, New Delhi-110 001. Fax:011-23724026, E-mail: lov\_56@yahoo.com by **21<sup>st</sup> February, 2011.**