

## NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

### Position: Project Coordinator (RTE Programme)

#### 1. Tasks:

- i. To review the safeguards for 'children's right to education' as provided under RTE Act, 2009 and to submit reports containing the working of such safeguards on the ground and remedial measures which could be recommended by NCPCR in this regard to from time-to-time;
- ii. To deal with all programmatic activities of RTE Division at supervisory level;
- iii. To prepare and submit 'success stories' of the programmes activities of RTE Division;
- iv. To coordinate the Review Meeting from RTE programme side on monthly basis and to present a status report in the same.
- v. To provide information/ reports pertaining to the programmes activities of RTE Division for the purpose of Parliament Questions, Parliament Assurance, Court Matters, Annual Report of the Ministry, Annual Report and News letters of NCPCR as well as disposal of RTI applications/appeals, etc.
- vi. Any other work that may be assigned from time-to-time.

#### 2. Qualifications/Experience:

- i. Post Graduate degree in any of the social science subjects;
- ii. At least 10 years of working experience in social sector out of which 05 years should be in school education sector;
- iii. Experience of dealing with NGOs/civil society groups working in the field of school education;
- iv. Understanding of Government systems including education structures would be an asset;
- v. Having an understanding of socio-economic circumstances of children's engagement with education;
- vi. Proficient in working on Computer and excellent communication skill (oral and written) in English and Hindi; Knowledge of some of the regional languages would be an added advantage.

#### 3. Competencies:

- i. Able to build rapport with individuals and groups and work harmoniously in a team;
- ii. Should have clarity in thought and highly motivated;
- iii. Has capacity to foster and build team spirit and engagements at all levels;
- iv. Should be willing/able to travel out as and when necessary;
- v. Should be able to work within deadlines;
- vi. To work independently without support.
- vii. Have competency in good documentation, analysis and review of programmes.

#### 4. Period of assignment & remuneration.

- i. The engagement would initially be up to 31.3.2012 (extendable further based upon necessity and satisfactory performance).
- ii. The monthly remuneration would be Rs. 55,000/- (consolidated).

**5. Terms & Conditions:**

- i. 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 the details of the terms of engagements, before formal engagement.
- ii. Re-imbusement of TA/DA as per the applicable rules;
- iii. One day leave per month as per the NCPCR's Leave Policy;
- iv. The continuance of consultancy contract will be subject to the satisfactory performance and the assignment can be terminated without giving any reason on one month's notice or with payment of one-month salary in lieu thereof. He/ she may be free from contractual obligation with an advance notice of 1 month for quitting the assignment or by making payment of one month's remuneration for it.
- v. The incumbent is required to submit a Work Plan after joining and to furnish a monthly work report outlining the task undertaken viz-a-viz work plan on the 1<sup>st</sup> working day of every month so as to enable the Administrative Section, to release the monthly remuneration.

**6. How to apply:**

The expression of interest with updated CV, indicating the post(s)/position(s) for which the candidate is applying for, should reach the Member Secretary, NCPCR, Chanderlok Building (5th Floor), 36 Janpath, New Delhi-110 001. Fax: 011-23724026, E-mail: [lov\\_56@yahoo.com](mailto:lov_56@yahoo.com) by 09.01.2012. The Commission reserves the right to consider/not to consider any or all the applications received and /or relax any conditions in exceptional circumstances.