**Eligibility Criteria**

1. **Program Manager (Training, IEC & Advocacy)**

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| Sl. No | **Name of the Position** | **Job Description /Responsibilities** | **Type of recruitment** | **No. of positions available** | **Eligibility- Criteria** | **Age Specification** |
| 1. | **Program Manager (Training, IEC & Advocacy)**  **Salary Per month**  **@ Rs.35,000/-** | **(a)** She/he shall be responsible for coordinating and supervising all training and capacity building programmes for functionaries under ICPS at State level with the assistance of Programme Officer (Training).  **(b)** She/he shall be responsible for assessing the training needs of all functionaries (Government & NGOs) and allied systems (including police, judiciary, concerned government departments, voluntary organizations and general public), and accordingly plan, coordinate and implement training and capacity building programmes at State level.  **(c)** She/he shall liaison with NIPCCD and its regional centres and other training institutions of the central/state governments for the purpose of training and capacity building at state level.  **(d)** She/he shall also be responsible for all IEC and Advocacy programmes of the State Child Protection Society.  **(e)** She/he shall coordinate all awareness generation activities on child protection issues to change social attitudes and traditional practices like child marriage, female foeticide, discrimination against girl child, etc. at state and district levels with the support of Programme Officer (IEC & Advocacy) and the District Child Protection Societies.  **(f)** The Program Manager (Training, IEC& Advocacy) shall also be responsible for assessing the IEC requirements of the State and develop appropriate advocacy plan and media strategy on child protection, with the support of Program Officer (IEC & Advocacy) to increase public understanding of rights of the child.  **(g)** In the States, where the number of districts is less than 15, only one post of Program Manager has been provided. In such States, the work of Child Protection and Training, IEC & Advocacy will be done by the same person and he/ she may be called Program Manager.  They Should follow the JJ Act and Child Rights and any other guidelines issued by the Department from time to time  Any other work assigned by the Director & Higher officials | Contractual | 1 | **EDUCATION QUALIFICATIONS & EXPERIENCE:**  (a) Should have a post graduate in Social Work (MSW) /Masters Degree in Psychology, M.Sc Home Science (child development)/Research/ Communications only from recognized university.[10 points for higher qualifications and 10 points for marks obtained in P.G]  (b) Should have at least 5 years experience and knowledge of working and developing IEC material on women/child protection issues including 2 years of experience at a Program Coordination/ Management level/designing and facilitating trainings to NGOs/Officials on issues related to child protection.  (c) Should have good rapport/partnership with the NGOs/ Govt. departments/Training resource agencies who are working on women and child protection related issues and should have a good understanding of child Rights and protection issues.  (d) Should have demonstrable strong analytical skills and written & oral communication skills (ability to write and speak fluently English and Telugu).{submit copies of the IEC material developed/ reports/ proposals written by the candidate}  (e) Ability to work on a computer and capable of using MS- Office package (MSWord and Excel) and also capable of using the internet.  (f) Special achievements or contributions in the earlier tenure. | 25 to 35 years |

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| 1. | **Program**  **Manager**  **(Adoption, Foster**  **Care and**  **Sponsorship)**  **Honorarium: Rs.35,000/- p.m** | 1. The Programme Manager (Adoption, Foster Care and Sponsorship) shall be responsible for coordinating and supervising all non-institutional care programmes at the State level. 2. S/he shall supervise the adoption programme, foster care and sponsorship services for children in need of care and protection carried out in the State with the help of the District Child Protection Societies, Child Welfare Committees and SAAs. 3. S/he shall ensure implementation of all the duties, roles and responsibilities envisaged for the **State Adoption Resource Agency (SARA).**   They Should follow the JJ Act and Child Rights and any other guidelines issued by the Department from time to time.  Any other work assigned by the Director & Higher officials. | Contractual | 1 | **EDUCATION QUALIFICATIONS & EXPERIENCE:**  (a) Should have a post graduate in Social Work (MSW) / Masters Degree in Psychology, M. Sc Home Science (child development) only from recognized university. [10 points for higher qualifications and 10 points for marks obtained in P.G].  (b) Should have at least 5 years experience and knowledge of working on women/child protection issues including 2 years at a Program Coordination/Management level.  (c) Should have good rapport with the NGOs/ Govt. departments who are working on women and child related issues. Work experience on adoptions/ knowledge about CARA guidelines will be added advantage.  (d) Should have demonstrable strong analytical skills and written & oral communication skills (ability to write and speak fluently English and Telugu).{submit copies of the reports/ proposals written in work situations}  (e) Ability to work on a computer and capable is using MS-Office package (MSWord and Excel) and also capable of using the internet.  (f) Special achievements or contributions in the earlier tenure. | 25 to 35 years |

1. **Program Manager (Adoption, Foster Care and Sponsorship)**
2. **Accountant**

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| Sl.No | **Name of the Position** | **Job Description /Responsibilities** | **Type of recruitment** | **No. of positions available** | **Eligibility- Criteria** | **Age Specification** |
| 1. | Accountant Assistant | The Accountant shall maintain the SCPS accounts effectively as per the ICPS & society guidelines.  Support to Accounts Officer in  maintaining the day-to-day  Accounts of the SCPS.  Maintain & update the  ledgers/Cash books on a daily  Basis. | Contractual | 1 | **EDUCATION QUALIFICATIONS & EXPERIENCE:**  (a) Should have a Bachelors Degree in Commerce/Finance (B.Com) only from recognized university.  (b) Should have at least 4 years experience and good/sound knowledge of maintaining accounts and related book keeping and IT laws. Knowledge of principles of accounting. Practical experience of maintaining accounts for 4 years is necessary.  (c) Ability to work on a computer and capable of using MS-Office package (MSWord and Excel) , Computerized accounting packages like TALLY  /WINGS and also capable of using the internet independently. | 25 to 35 years |

1. **Programme Assistant (State Adoption Resource Agency)**

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| Sl.No | **Name of the Position** | **Job Description /Responsibilities** | **Type of recruitment** | **No. of positions available** | **Eligibility- Criteria** | **Age Specification** |
| 1. | **Programme**  **Assistant**  **Honorarium Rs.10,000/- per Month** | The Programme Assistant shall support the programme Manager and Programme Officer to related data entry and other work entrusted time to time.  Provide documentation support in and out of office (during workshops, seminars etc.,) | Contractual | 1 | **EDUCATION QUALIFICATIONS & EXPERIENCE:**  (a) Should have a Bachelors Degree in Child  Psychology/ Social Work from recognized University. [20 points for marks obtained in Bachelors Degree and 20 points for additional higher qualifications].  (b) Should have at least 2 years experience of working with NGOs and maintain office records and writing case studies/ field reports. Experience of working with orphan children will be an added advantage.  (c) Ability to work on a computer and capable of using MS-Office package (MSWord and Excel), Computerized accounting packages like TALLY /WINGS and also capable of using the internet independently. | 23 to 35 years |