

Engagement of Personnel

A Gender Resource Centre in West Bengal will be established with intention to provide support for (a) effective preparation and implementation of a roadmap for Gender & Children Plan & subsequently Budgeting; (b) strengthening Panchayati Raj Institutions (PRI) & urban local bodies (ULB) with capacity building for preparation Gender & Children Plan & budget (c) establishment of pro-poor, participatory Gender planning, implementation and monitoring systems across PRIs & ULBs;. The programme to be supported by the project 'Strengthening State Plan for Human Development' under Development & Planning Department, Govt. of West Bengal. Applications are invited in prescribed format from eligible candidates for engagement in the following posts presently upto December, 2007 only.

<i>Sl.No</i>	<i>Name of Post</i>	<i>No</i>	<i>Terms of Reference/Major Functions</i>	<i>Competencies & Experiences</i>
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>
1.	Research cum Programme Officer	1	<ul style="list-style-type: none"> • Support for preparation of Roadmap for Gender & Children's Plan and Activity Mapping for different levels of PRIs & ULBs • To design, commission and coordinate various studies e.g. organisational/institutional issues, resource mobilisation, poverty, livelihood issues etc. and to provide specialised inputs for capacity building for the areas • To coordinate activities related to capacity building of PRIs & ULBs and change management • To coordinate activities related to developing baseline and indicators for measuring programme outcomes • To coordinate activities related to Policy Issues & Legislative Issues related to Children's Plan as an input of • To provide research support for, Activity Mapping, Policy Issues and Legislative Issues • To work out action plans and coordinate activities related to installation of pro-poor participatory planning, implementation & accountability processes and capacity building for the purpose • To coordinate activities related to research on & support for livelihoods strengthening, social mobilisation and voice, Untied Poverty Fund for strengthening livelihoods of the poorest and most marginalised, appraisal of PRI plans and livelihoods strengthening activity plans • To assist in working out detailed action plans & coordinate activities for strengthening PRIs, structural reorganisation and institutional development issues • To coordinate activities related to capacity building of PRIs and change management 	<ul style="list-style-type: none"> • Sound professional qualification, knowledge and experience about institutional issues of PRIs & ULBs • Research background in Gender & Children issues • Research background in micro-planning, sustainable rural livelihoods, social mobilisation and voice • Skills & experience in capacity building of PRIs & ULBs. • Skills in participatory training and planning methodologies including PRA/PLA

- A. **Educational & Other Qualifications:** Post-Graduate Degree preferably in Social Sciences, proficiency in computer application;
- B. **Other requirements for the jobs:**(a) agreeableness to stay at place of work in remote areas; (b) zeal, people-friendly and serving attitude; (c) capacity to work with team spirit and on a mission mode; (d) tenacity to do hard work for long hours; (e) Govt. employees willing to join any post should apply through proper channel with an advance copy to be sent direct to the following address. The jobs require hard work, extensive tour & field work and stay in remote areas.
- **Age:** Around 35 years, relaxable in case of Govt. employees.
- C. **Work Experience: Minimum** 3 years.
- D. **Pay/Fees:** (a) Grade pay plus usual allowances under deputation norms of Govt. of West Bengal in case of the employees on deputation from amongst Govt. / semi-Govt. organisations. Such personnel on deputation may alternatively opt for consolidated fees in lieu of grade pay while on deputation; (b)Consolidated fees will be admissible to the personnel to be engaged on contract as stated hereafter: Rs.12000/-
- E. **Place of Work:** The posts are meant for working at state headquarters with extensive tours to the districts every now and then.
- F. **Engagement** will be **on deputation** or **on contract** upto **December,2007**
- G. **Applications** should contain the following information in order: 1. Name of the post(s) applied for; 2. Name of the Applicant; 3. Date of birth; 4. Nationality; 5. Sex; 6. Religion; 7. Caste; 8. Postal address; 9. E-mail address; 10. Telephone Number; 11. Fax Number; 12. Academic qualifications; 13. Work experience, **specifically mentioning relevant work experience in relation to the post applied for-mentioning particular time-span**; 14. Extra curricular activities, if any. Photocopies of testimonials must be attached to the applications. A hand-written paragraph in English (within 100 words) and a hand-written paragraph in Bengali (within 100 words) describing past experience and her/his suitability for the post must be separately appended to the application.
- Incomplete applications will be summarily rejected. Applicants are to be appeared in a ‘Walk-In Interview’ in Human Development Research & Coordination Centre, Development & Planning Dept. Poura Bhawan, Bidhannagar, FD 415A, 5th Floor, Kolkata-700106 on 14th May, 2007 at 2 p.m. , for which the applications complete in all respect are to be submitted within 11 a.m on the same day.**
- The name of the post applied for should be mentioned on top of the covering envelope. Selection will be done on competitive basis and subject to decision of the board which will be final. **Canvassing in any form will be a serious disqualification.**