

Details of the Positions to be advertised for Centre for Child Rights, NLUJA, Assam

Sl. No	Name of Post	Number of post(s), Pay Scale and Qualifications
1	Programme Manager	<p>Number of Posts: 1(one)</p> <p>Remuneration: 75,000/ per month (Consolidated) + TA/ DA/ Other allowances, as admissible under the Rule.</p> <p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Post Graduate Degree (Masters) in either of the disciplines: Law/ Social Sciences/ Psychology/ Medicine/ Public Health/ Social Work/ Rural Management/ MBA. 2. Minimum 5 years of work experience out of which 3 years should be in the field of Child Rights. <p>Other qualifications:</p> <ol style="list-style-type: none"> 1. Knowledge for various national and international frameworks, legislation and schemes related to child rights is a must. 2. Should have been a part of research, mapping and assessment studies preferably on issues related to children. 3. Knowledge of statistical tools will be an added advantage. 4. Good verbal and non-verbal communication skills in English and Hindi. Preference will be given to those who can speak and understand Assamese and has working knowledge of child/ human rights issues in Assam and North East. 5. Having a strong people's skills, with natural ability and willingness to engage with a variety of stakeholders at various levels; 6. The candidate should be willing to take up regular overnight travel to various districts of Assam and if required, North East and rest of India. 7. Proven experience and skills on networking and advocacy with the Government departments, Donor Agencies and UN agencies, etc; 8. The candidate should have good leadership and communication skills to be able to build strong and sustainable institutional relationship between NLUJA Assam and concerned agencies and stakeholders; 9. Expert in Internet, MS Office and other desktop/ mobile based technologies. 10. Should have proven experience and be highly skilled in developing budgets (MS Excel), designing and planning projects, efficient and timely implementation of the activities and monitoring and reporting on the work carried out. <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Project Cycle Management with a focus on Results Based Management (including Budget management) with regard to all activities of Centre for Child Rights, NLUJA Assam; 2. Supervise a highly technical team of Research Associates, Accountant and Admin executive; 3. Report to Faculty Coordinator on a day to day basis, with overall

		<p>reporting to Head- CCR, Registrar and Vice Chancellor of NLUJA, Assam;</p> <ol style="list-style-type: none"> 4. Liaise with UNICEF and other supporting agencies for effective programme implementation; 5. Advocate with the Government, UN agencies and other duty bearers on key child rights issues in Assam; 6. Develop proposals and budgets for various research, training, exposure visits, publications, conferences/ seminars/ field work, etc of CCR; 7. Liaising, Lobbying, and Networking with Civil Society Agencies, Technical Resource Agencies, key donor agencies, etc for upscaling the issues and interventions addressing violation of child rights in Assam. 8. Prepare various legal and technical documents and PPTs pertaining to key child rights issues for wider dissemination, both internal and external to NLUJA, Assam. 9. Advise the key officials in the University on the child rights issues and how CCR could be engaged in addressing those issues with a focus on sustainability and results for children in Assam. 10. Should be able to work beyond regular hours and sometime over weekends if required.
2	Research Associates	<p>Number of Posts: 3 (Three)</p> <p>Remuneration: Rs. 45,000/ per month (Consolidated) + TA/ DA/ Other allowances, as admissible under the Rule.</p> <p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Post Graduate/Master Degree in Law/ Humanities/Social Work. 2. Two years of working experience in a child/ human rights organisation, with direct experience of working with communities and stakeholders. <p>Other Qualifications</p> <ol style="list-style-type: none"> 1. Proven experience and knowledge of working on atleast 3 of the following thematic areas of child rights: <ol style="list-style-type: none"> a) Child Protection systems and services, with a focus on JJ Act, POCSO Act, PCMA, CPCR Act, CLPR Act, ITPA, PLA, IPC, Family Laws, Alternative Care; b) Child Education, with a focus on RTE Act, and schemes such as SSA, RMSA, KGBV, etc; c) Adolescent Development and Participation (ADAP), with a focus on gender and sexuality; d) Child Health and Nutrition, with a focus on experience in working within the ICDS programme; e) Children affected by conflict and natural disasters, with a focus on Disaster Risk Reduction (DRR) and Child Protection in Emergencies (CPiE); f) Mental health with a focus on psycho- social support to children vulnerable and victims of violence and exploitation. g) Children with disability, with a focus on PWD Act. 2. Knowledge for various national and international frameworks,

		<p>legislation and schemes related to child rights is a must.</p> <ol style="list-style-type: none"> 3. Good verbal and non-verbal communication skills in English and Hindi. Preference will be given to those who can speak and understand Assamese and has working knowledge of child/ human rights issues in Assam and North East. 4. Having people's skills, with natural ability and willingness to engage with a variety of stakeholders at various levels; 5. The candidate should be willing to take up regular overnight travel to various districts of Assam and if required, North East and rest of India. 6. The candidate should have good communication skills to be able to build strong and sustainable institutional relationship between NLUJA Assam and concerned agencies and stakeholders; 7. Expert in Internet, MS Office and other desktop/ mobile based technologies. 8. Should have proven experience of facilitating training, report writing and presenting PPTs, organising conferences/ seminars and events, arranging logistics and travel, facilitating visits, etc. 9. Have proven skills of secondary data analysis and data management on social sector programming, with a focus on child rights. <p>Responsibilities:</p> <ol style="list-style-type: none"> 1. Organise and facilitate various trainings, events, seminars, conferences, visits on key child rights issues as thematically allocated by CCR, NLUJA, Assam; 2. Liaise with UN agencies, other donors and support/ collaborating agencies for timely and effective implementation of all planned activities of CCR; 3. Prepare various concept notes, thematic papers, presentations, programme schedules, reports, etc as and when asked; 4. Any other responsibility provided by NLUJA, Assam. 5. Should be able to work beyond regular hours and sometime over weekends if required.
3	Accountant	<p>Number of Posts: 1 (one)</p> <p>Remuneration: Rs. 30,000/ per month (Consolidated) + TA/ DA/ Other allowances, as admissible under the Rule.</p> <p>Qualification:</p> <ol style="list-style-type: none"> 1. Bachelor in Commerce/ CA from a recognized University/ Institution; 2. Two years as Junior Accountant in any recognized organisation. 3. The candidates must have adequate computer proficiency in Tally ERP, Internet/ email, MS Office. <p>Responsibilities</p> <ol style="list-style-type: none"> 1. Maintenance of accounts & timely payment process 2. Preparation of SoE and face form and timely submission as per HACT procedures as mandated by UN agencies

		<p>3. Preparation of budget and expenditure;</p> <p>4. Liaising with the Government and other organisations as required;</p> <p>5. Proficient in English and Hindi. Knowledge of Assamese is an advantage.</p>
4	Office Assistant	<p>Number of Posts: 1 (one)</p> <p>Remuneration: Rs. 20,000/ per month (Consolidated) + TA/ DA/ Other allowances, as admissible under the Rule.</p> <p>Qualification:</p> <ol style="list-style-type: none"> 1. Graduate Degree. 2. Three years of proven work experience in administrative or support activities in a recognised organisation. <p>Skills & Other Requirements:</p> <ul style="list-style-type: none"> • Strong organizational and team working skills; • Must have working knowledge of Computers (Word, Excel, Power Point, Access); • Should be able to work beyond regular hours and sometime over weekends, if required. <p>Responsibilities: As directed by the authorities of CCR, NLUJA Assam.</p>
