

Advertisement- Senior Consultant (Policy and Knowledge Management) - One Position

Date of Interview: First or Second week of September 2018

Time: Will be communicated on website (<http://www.ladyirwin.edu.in>)

Venue: Department of Development Communication and Extension, Lady Irwin College, Sikandra Road, New Delhi-110001

“Centre of Women Collectives Lead Social Action” Lady Irwin College (Supported by UNICEF India) has been set up to technically support the Deendayal Antyodaya Yojana- National Rural Livelihoods Mission (DAY-NRLM), Ministry of Rural Development, Government of India, on layering maternal and child nutrition interventions on the NRLM community platforms in line with their convergent action plan with the Ministry of Woman and Child Development and Ministry of Health for Poshan Abhiyan. The “Centre” will support scale-up based on lessons from available models such as Swabhimaan, for implementing the convergent action plan including creating a pool of master trainers for rolling-out the plan, creating and making accessible a knowledge repository on women’s collectives lead social development tools, IEC and other resources, undertaking research on key issues on Social and Behavior Change (SBCC) and policy advocacy for evidence based high impact implementation strategies for scaling-up the convergent action plan. The Centre will function in close collaboration with DAY-NRLM, UNICEF and area experts or agencies for meeting its objectives.

In order to lead activities under its knowledge management portfolio, the “Centre of Women Collectives Lead Social Action”, Lady Irwin College is looking to engage the services of a Senior Consultants, purely on contract basis till 31.12.2018 (with likelihood of extension). The position is full time and the candidate will be required to report at the duty station i.e. the project location, in the Department of Development Communication and Extension, Lady Irwin College.

Title of the post	Senior Consultant , initial hiring will be till 31.12.2018, which will be renewed for another one year based on performance and availability of funds
Emoluments & Other Benefits	Consultancy fees – Rs.120,000-150,000 per month Communication/Contingency - as per actual
Duty Station	The candidate will be required to report at the project location in Department of Development Communication and Extension, Lady Irwin College
Job profile	Senior consultant (Knowledge Management) <ul style="list-style-type: none">▪ To develop and manage knowledge management framework for the “Centre”▪ To prepare technical briefs for the Centre as required by UNICEF and DAY-NRLM▪ To develop and maintain a repository of resources for use by DAY-NRLM to scale up convergent action plan▪ To support process documentation activities under Swabhimaan programme.▪ To prepare quarterly technical report and progress reports

- To be able to do systematic review for research and publications
- To be able to organise meetings and consultations for the Centre
- To plan and execute Community audits
- To undertake other activities of the Centre as designated by the Lead of the Centre.

Academic Qualifications and Related Experience

Essential

Masters in relevant field like Public Health, Development Communication, Nutrition, Development Studies, Development Management, Social Work, Rural Management, Sociology, Demography, Management or Information technology

Desirable

Advanced degree in relevant field

At least seven years of experience in monitoring and evaluation/ process documentation/ knowledge management
Good understanding of DAY-NRLM programme and Poshan Abhiyan of GoI

Good understanding of concepts of Gender and Social Inclusion

Skills

Skills in planning for Qualitative and quantitative research studies across states

Ability to communicate effectively with policy makers, potential donors and academic experts.

Ability to supervise and mentor junior staff and interns

Basic data analysis skills, use of MS office software

GENERAL TERMS & CONDITIONS:

1. All educational professional and technical qualifications should be from a recognized Board/ University and full-time.
2. The experience requirement specified should be experience acquired after obtaining the minimum educational qualifications required for the post.
3. Persons working in Govt. or Public Sector undertaking should produce “No Objection Certificate” at the time of Interview.
4. The qualification, experience and other requirements for the posts may be relaxed at the discretion of the competent authority, in case of suitable candidates.
5. No TA/DA will be admissible to appear in the interview.
6. **Candidates who can join immediately within a week should apply, as the position is to be filled on an urgent basis.**
7. This position will be purely on temporary/contractual basis for the specified period of time and based on project.
8. The salary will be based on experience, qualifications and skill set of the candidates.
9. Position requires travel within India
10. Position is based on monthly deliverables cum remuneration based system.

Qualified candidates are encouraged to apply at cwcsa2018@gmail.com by 3rd September, 2018, 4:00 PM. The title of the position applied should be included in the subject line of the email and as header on the application. The schedule of interview will be uploaded on the website. Candidates are advised to check the website. **ONLY** shortlisted candidates will be called for interview. No phone call enquiries/personal phone calls to the duty station/project site will be entertained.