

ROC No:002/Admin/2024

Tamil Nadu Women
Employment and Safety Project,
3rd floor, Tamil Nadu State
Agricultural Marketing Board,
Thiru.Vi.Ka Industrial Estate,
CIPET Road, Guindy,
Chennai - 600 032

Date: 07.06.2024

NOTIFICATION

The World Bank-funded Tamil Nadu Women Employment and Safety project, under the Special Programme Implementation Department, is seeking candidates to join the Project Management Unit on a contractual basis for one year. The details of the job qualifications and remuneration are enclosed in annexure 1.

Applications from eligible candidates for the aforementioned positions are expected to submit their resumes along with copies of certificates demonstrating essential qualifications and experience **on or before 24.6.2024** to **tnwesafeproject@gmail.com** or can be sent by post or submitted directly to the Project Director, Tamil Nadu Women Employment and Safety Project, 3rd floor, Agro Green Tech Park, Tamil Nadu State Agricultural Marketing Board Campus, Opposite to CIPET, Thiru-vi-ka Industrial Estate, Guindy, Chennai - 600 032. Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be notified and called for an interview through email.

The Project Director of the Tamil Nadu Women Employment and Safety Project, Chennai-32 reserves the right to reject any application without assigning any reason or cancel the selection process.

Sd/-XXXX

Project Director

ANNEXURE -I

SL. No	Designation	Job Description
1.	Senior Consultant (Finance) (No. of Post - 1) Remuneration per month – Rs.1,00,000/-	<p><u>Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • Identify financial and procurement needs and prepare a detailed plan with estimated cost and projections that aligns with project activities and timelines. • Ensure adherence to government and world bank financial policies, guidelines, procedures and regulations. • Prepare Terms of Reference (TOR) for all financial related consulting services and procurement related activities by ensuring close coordination with WB team on Financial Management and Procurement packages. <p><u>Preferred Qualification:</u></p> <ul style="list-style-type: none"> • BCom/M.com/M.B.A (Finance) or other finance related degrees Minimum 8 years of experience in similar roles. • Familiarity with government budgeting system, auditing, fund management and reporting. • Retired Government Officials are encouraged to apply. • Applicant must have excellent written and oral communication and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel, Power Point etc. are essential.
2.	Administrative Officer (No. of Post -1) Remuneration per month- Rs.30,000/-	<p><u>Roles & Responsibilities</u></p> <ul style="list-style-type: none"> • Draft project related documents and progress reports. • Manages and coordinates all admin related tasks. • Familiarity with government systems. <p><u>Preferred Qualification:</u></p> <ul style="list-style-type: none"> • Bachelors/ Master's degree • Minimum 3 years of experience in similar roles. • Proficient in IT/computer skills/file keeping procedures. • Applicant must have excellent written and oral communication in both Tamil and English and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel, Power Point etc. are essential.

<p>3.</p>	<p>Young Professional</p> <p>(No. of Post -2) Remuneration per month – Rs.35,000/- to Rs.40,000</p>	<p><u>Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • Collaborate with the Project Director to understand and define problem statements. • Conduct comprehensive research and data analysis on women's employment and safety issues in Tamil Nadu. • Gather and analyze quantitative and qualitative data from various sources. • Develop reports, presentations, and policy briefs based on research findings. • Assist in organizing and participating in workshops, focus groups, and stakeholder meetings. • Contribute to the design and implementation of pilot programs or interventions. • Support the dissemination of project findings through social media, webinars, and publications. • Applicant must have excellent written and oral communication in both Tamil and English and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel, Power Point etc. are essential. <p><u>Preferred Qualification:</u></p> <ul style="list-style-type: none"> • Bachelor's degree in computer science, Information Technology, or B. Tech – IT or related field. • Masters in business administration / Post Graduate degree in computer science, Information Technology, Social Sciences, Economics, Gender Studies, Public Policy or related field. <p><u>Requirements:</u></p> <ul style="list-style-type: none"> • Strong research and analytical skills. • Proficiency in data analysis tools (e.g., Excel, SPSS, R, or Similar) & Microsoft Office tools. • Excellent written and verbal communication skills. • Ability to work independently and as part of a team. • Passion for gender equality and women's empowerment.
<p>4.</p>	<p>System Analyst</p> <p>(No. of Post -1) Remuneration per month – Rs.40,000</p>	<p><u>Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • Analyze project requirements and identify system needs. • System analysis and Design. • Coordination with developers on design, developing system architectures, data models, and user interfaces. • Perform routine maintenance tasks, such as backups and updates.

		<ul style="list-style-type: none"> • Provide technical support to users and resolve system-related issues. • Monitor system performance and optimize system resources. • Maintain accurate and detailed documentation of system designs, implementations, and maintenance activities. • Prepare reports on system performance, issues, and improvements. • Stay updated on emerging technologies relevant to the government sector. • Overseeing the planning and implementation of MIS-related activities across District Project Management Units. • Support overall implementation of project activities. <p><u>Preferred Qualification:</u></p> <ul style="list-style-type: none"> • Bachelor’s degree in computer science, Information Technology, or B. Tech – IT or related field. • Masters in business administration / Master's degree in computer science, Information Technology, or related field (Preferable). <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Above 3 years of experience in system analysis, design system implementation and system maintenance. • Experience in project management. • Experience with the development of Integrated Digital Platforms (Preferable) <p><u>Skill Set:</u></p> <ul style="list-style-type: none"> • Proficiency in project management tools, MS Office, database management systems. • Strong communication and interpersonal skills. • Work experience on vendor management (Preferable) • Ability to work independently and as part of a team. • Proficiency in English and Tamil
5.	Project Assistant (Project Implementation) (No. of Post -1) Remuneration	<p><u>Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • To assist with project related admin tasks- file management • They will be drafting project related documents and progress reports.

	per month – Rs.20,000/-	<ul style="list-style-type: none"> • They also need to manage and coordinate all admin-related tasks. • They will assist the Officers in all admin related tasks and maintenance of files, and Project works. • Assist the officers in all tasks. <p><u>Preferred Qualification:</u></p> <ul style="list-style-type: none"> • Minimum Bachelor’s degree in any relevant field.
6.	Project Assistant (Accounts Section) (No. of Post -1) Remuneration per month – Rs.20,000/-	<p><u>Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • Handling cash counters at headquarters for all approved payments in cash and cheque in respect of project fund • Drawal of cash from bank for daily expenses based on requirement. • Closing of cash book and tallying with physical cash. Obtain attestation from the Officer. • Maintenance of Cash Book manually. (Also covered in Tally) • Banking Operations. • Preparation of Pay Roll for staff in headquarters. • Furnishing Service verification certificate and LPCs to staff on deputation. • Remittance of Recovery (IT, GST, EPF and GPF). <p><u>Preferred Qualification:</u></p> <ul style="list-style-type: none"> • Graduate preferably in finance & Accounts or B.Com. • 3-5 years Post qualification experience or Experience in State Accounts cadre/organized accounts Govt. of India.
7.	PC to Deputy Project Director (No. of Post - 1) Remuneration per month – Rs.20,000/-	<p><u>Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • Maintain all administration related tasks such as maintaining Deputy Project Director’s tour diary, appointments, regularly checking official mails, recording pay bills of the Deputy Project Director, etc. • To keep an accurate list of engagement, handling & maintaining correspondence files and other official documents. • To assist Deputy Project Director with all admin related activities.

		<p><u>Preferred Qualification:</u></p> <ul style="list-style-type: none">• Minimum Bachelor's degree in any field• Minimum 2 years of experience in similar roles.• Applicant must have excellent written and oral communication in both Tamil and English and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel, Power Point etc. are essential.• Intermediate / Lower grade passed or short hand (any grade) from a recognized board or equivalent courses.
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Project Director