

**ROC No:376/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: 07.08.2024**

### **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 21.08.2024** 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 1

Sl. No	Designation	Roles and Responsibilities	Preferred Qualifications
1	<p>Senior Consultant (Finance)</p> <p>(No. of post -1)</p> <p>Remuneration per month – Rs.1,00,000/-</p>	<ul style="list-style-type: none"> <li>• Identify financial and procurement needs and prepare a detailed plan with estimated cost and projections that signs with project activities and timelines.</li> <li>• Ensure adherence to government and world bank financials policies, guidelines, procedures and regulations.</li> <li>• Prepare Terms of Reference (TOR) for all financial related consulting services and procurement related activities by ensuring close coordination with world bank team on Financial Management and Procurement packages, Preparation of project, financial statements, preparation of quarterly &amp; annual financial &amp; compliance report, coordination with internal and external auditors.</li> </ul>	<ul style="list-style-type: none"> <li>• CA/CMA/ICWA/MBA (Finance).</li> <li>• Minimum 5 years of experience in similar roles.</li> <li>• Familiarity with government budgeting system, procurement, MIS reporting, preparation of business plan, auditing &amp; fund management, reporting on fund utilization.</li> <li>• Retired government officials are encouraged to apply.</li> <li>• Applicant must have excellent written, oral communication and interpersonal skills, knowledge of Tamil Nadu Transparency in Tender Act, computer applications such as MS Word, MS Excel, Tally, PowerPoint, etc. are essential</li> </ul>
2	<p>Data &amp; Management Information Systems (MIS) Engineer.</p>	<ul style="list-style-type: none"> <li>• Conceptualize, develop and manage a state-wide women's employment &amp; safety platform across priority departments, private sector, think tanks, academic and technical institutions.</li> <li>• Develop and manage</li> </ul>	<ul style="list-style-type: none"> <li>• Master's Degree in Computer Applications or M.Sc. Computer Science or M.Sc. Information Technology from a recognized University or Institute</li> </ul>

	<p>(No. of post -1)</p> <p>Remuneration per month – Rs.1,00,000/-</p>	<p>integrated digital MIS and develop monitoring and evaluation frameworks for tracking results</p> <ul style="list-style-type: none"> <li>• Use of new technologies to increase the uptake and efficiency of capacity building, knowledge sharing, training and accountability of all project stakeholders.</li> <li>• Ensure the management of data integration from all priority departments to inform program design, project activities and results frameworks.</li> <li>• Familiarity with various survey methodologies, sampling methods and capable of identifying trends, patterns and challenges in collected data and proposing actionable solutions.</li> <li>• Proficiency in Data collection, cleaning, analysis &amp; interpretation.</li> <li>• Familiarity in creating visually appealing data visualizations, dashboards &amp; reports.</li> <li>• Familiarity in establishing collaborative partnerships with cross functional teams, including economists, researchers, and project managers to integrate data analysis into project planning. Also to engage with external stakeholders to gather additional data or insights as needed.</li> <li>• Ensure compliance with data privacy and security regulations in all data related activities.</li> </ul>	<p>OR</p> <ul style="list-style-type: none"> <li>• Bachelor of Engineering or Bachelor of Technology in Computer Engineering or Computer Science or Computer Technology or Computer Science and Engineering or Information Technology from a recognized University or Institute.</li> <li>• Minimum 10 years of experience in similar roles.</li> <li>• Familiarity with qualitative and quantitative data analysis and project management tools and techniques.</li> <li>• Proficiency in using statistical tools such as SPSS, STATA, Excel, R, and Python preferred.</li> <li>• Knowledge of DBMS Such as MySQL, SQL, PostgreSQL, Oracle</li> <li>• Retired Government Officials may also apply.</li> </ul>
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3	Office Assistant (No. of post -1)  Remuneration per month – Rs.15,000/-	<ul style="list-style-type: none"> <li>Assist the concerned officers in office work and all bench works</li> </ul>	<ul style="list-style-type: none"> <li>A pass in 12<sup>th</sup> standard.</li> <li>Candidates with vehicle may preferred</li> </ul>
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**Sd/-XXXX**

**Project Director**

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