

ADMINISTRATION OF DAMAN & DIU (U.T)
OFFICE OF THE CHILD DEVELOPMENT PROJECT OFFICER
MOTI DAMAN

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Date 27/4/2018

ADVERTISEMENT

The Secretary, Women and Child Development, UT of Daman and Diu invites applications for the following posts under National Nutrition Mission for State Nutrition Resource Centre-State Project Management Unit (SNRC-SPMU) at Daman purely on short term contract basis.

Sr. No.	Name of Post	Essential Qualification and Experience
1	Consultant (Planning, Monitoring & Evaluation) Vacancy – 1 Remuneration – Rs.60,000 pm	PF degree / diploma in Management / Computer Applications / Computer Science or B.Tech/ BE in IT/Computer Engineering or PG in Science with formal training on IT/Computer with at least 55% marks. <ul style="list-style-type: none"> • At least 3 years experience in IT/ICT systems implementation and analysis. • Project management experience. • Extensive experience in development and implementation of web-based applications and mobile applications and demonstrated knowledge and proficiency in M & E methodologies.
2	Consultant (Health & Nutrition) Vacancy – 1 Remuneration – Rs.60,000 pm	PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development community medicine with at least 55 % marks. <ul style="list-style-type: none"> • At least 3 years experience in planning, implementation and monitoring of child and women nutrition programmes. • For applicants with PhD (in nutrition related subjects), 3 years of doctoral time would be counted as 3 years of experience. • Expertise in MS Office including word, Excel and power point.
3	Consultant (Capacity Building & BCC) Vacancy – 1 Remuneration – Rs.60,000 pm	PG degree in Social Sciences/ Health Communications/ Mass Communication/ Rural Development that includes courses on training/capacity building management in nutrition/public health with at least 55% marks <ul style="list-style-type: none"> • At least 3 years experience in planning and implementing behavior change communication and capacity building interventions in public health/nutrition programmes. • Professional experience in planning, implementation and monitoring of training programs at state and district levels.
4	Accountant Vacancy – 1 Remuneration Rs.30,000 pm	<ul style="list-style-type: none"> • PG degree in Commerce / Accounting/ CWA – Inter / CA inter with at least 50% marks • At least 3 years experience in accounting with exposure in budgeting & audit out of which 1 year should be in Government/PSU • Expertise in MS Office including Word, Excel and PowerPoint. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Government employees retired as Accountant with least five year experience /Accounts Officer/Audit Officer with at least 3 year experience.
5	Project Associate Vacancy – 1 Remuneration 25,000 pm	Graduate in Computer Science or IT <ul style="list-style-type: none"> • At least 2 years work experience in the relevant field • Formal training in IT/mobile applications • Experience in working with technology and software application support. • Previous experience in working with front line workers of government dept. and training on IT/Mobiles/Computer.

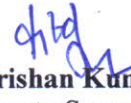
6	Secretarial Assistant/DEO Vacancy-2 Remuneration Rs.15000/- pm	12 th /Diploma or equivalent in relevant field / subject (Administrative field) from recognized board. <ul style="list-style-type: none"> • Experience in computer operations and general admin / clerical works of at least 2 years • Preference will be given to person having good command in English, Hindi and regional language.
7	Peon Vacancy – 2 Salary – 8,000 pm	10 th pass.

Detail Terms of Reference are available on Website of UT Administration of Daman and Diu <http://www.daman.nic.in/jobs-daman-diu.asp>. Eligible and desirous candidates must apply with detailed bio data along with self attested copies of related documents of qualification, experience, etc and should be sent by RPAD/ courier or by hand or by email on or before 18.05.2018 in sealed cover subscribing in bold letters Application for the post of ___ and address to Deputy Secretary (SW),office of the CDPO, District Panchayat, Dholar, Moti Daman or email on cdpo-dmn-dd@nic.in.

The list of shortlisted/eligible candidates along with venue details for further selection process will be uploaded on website on 23.05.2018 at 18:00 Hrs.

The shortlisted/eligible candidates as per finalized list may report at the venue for further selection process on 31.05.2018 at 09:00 hrs .

Domicile of Daman and Diu will be given preference. No TA/DA will be paid for attending the interview.


(Krishan Kumar)
 Deputy Secretary
 Social Welfare Dept.
 Daman.

Annexure-XXV

(Refers to paragraph 5.3.3.2)

Terms of References (ToR) for hiring Technical Consultants in SNRC-SPMU, NNM

S. No.	Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
1	Consultant (Planning, Monitoring & Evaluation)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	PG degree/diploma in Management/ Computer Applications/Computer Science or B. Tech/BE in IT/Computer Engineering or PG in Science with formal training on IT/computer with at least 55% marks.	<ul style="list-style-type: none"> • 5 years of experience in IT system implementation and analysis. • Experience in managing large scale technology implementation in Government. • Experience of working with Government/Government organizations. • Experience in implementation of mobile technology for community health or nutrition (m-Health) programs. • Knowledge of statistical software packages (e.g. SPSS, STATA, etc.) • Knowledge of project management techniques. 	<ol style="list-style-type: none"> 1. Design a project plan detailing various activities to be performed along for the implementation of Information and Communication Technology enabled Real Time Monitoring (ICT- RTM) of ICDS with completion dates for the same; 2. Prepare periodic progress reports detailing tasks completed and issues/ escalations/ risks; 3. Assist the Nodal Officer in overseeing the on-time completion of activities of the Procurement, Operations, Training, Publicity, Recruitment, etc.; 4. Coordination with the State Department of Women and Child Development/Social Welfare, SPMU team, training institutes, State Skill Development Mission, State IT Mission and relevant Development partners for effective implementation of ICT-RTM; 5. Follow-up and facilitate necessary assistance to ensure that the Mission plan is implemented in project districts in a timely manner; 6. Facilitate dissemination of relevant guidelines, reporting formats, training

