

## ADVERTISEMENT

### (Online Interviews)

Applications (through e-mail only) in **prescribed format (Annexure-I)** are invited from eligible candidates for the temporary posts of (i) **one (01) Programme Coordinator**, (ii) **two (02) Project Coordinator** and (iii) **one (01) Data Entry Operator** under POSHAN Abhiyaan, Government of Assam funded project “**State Nutrition and Community Action Resource (NCARe) Centre**” under the Principal Investigator Prof. Chandan Kumar Sharma, Department of Social Work, Tezpur University:

<b>Post &amp; No. of Posts</b>	<b>Essential qualifications &amp; other requirements</b>	<b>Remuneration</b>
<b>Programme Coordinator</b> - One (1)	<p><b>Location:</b> Guwahati, Assam</p> <p><b>Qualification and Experience:</b> Masters in Public Health/ Food and Nutrition/ Social Work/ Communication for Development/ Sociology.</p> <p>2-3 year experience of working with development programmes in Government or Non-governmental sector with excellent documentation and communication skills in English and Assamese language. Must be able to work independently.</p> <p>Previous experience of working in maternal and child nutrition is desirable, not mandatory.</p> <p><b>Job Description:</b></p> <ul style="list-style-type: none"><li>• The Programme Coordinator is to Implement project work plan in coordination with POSHAN Abhiyaan and UNICEF</li><li>• Facilitate workshops and provide on-site technical support during visits as needed. This would include preparing training schedules, identifying trainers, monitoring trainings and post training supportive supervision follow-up visits</li><li>• Liaisoning with the Government officers and departments at state level</li><li>• Ensure timely achievement of project deliverables and outcomes</li><li>• Work in close coordination with NCARe partners and stakeholders</li><li>• Other works as assigned by the supervisor related to the project</li></ul>	Rs. 40,000/- + permissible TA
<b>Project Coordinator</b> - Two (2)	<p><b>Location:</b> Biswanath and Sonitpur, Assam</p> <p><b>Qualification and Experience:</b> Master’s degree in Public Health/ Food and Nutrition/ Social Work/ Communication for Development/ Sociology.</p> <p>1-2 year experience of working with development programmes in Government or Non-governmental sector with intensive field work experience and good documentation and communication skills in English and Assamese language.</p> <p>Previous experience of working in maternal and child nutrition is desirable, not mandatory.</p> <p><b>Job Description:</b></p> <ul style="list-style-type: none"><li>• The Project coordinator is to Implement project work plan in coordination with the District Administration and line departments of the concerned districts.</li><li>• Facilitate workshops and Capacity building trainings in the project and provide on-site technical support during visits as needed.</li><li>• Ensure timely achievement of project deliverables and outcomes</li><li>• Travel within the assigned districts of responsibility to support project activities.</li><li>• Keep the concerned project staff/ supervisor regularly informed of successes, challenges and lessons learnt</li><li>• Other works as assigned by the supervisor related to the project</li></ul>	Rs. 33,000/- + permissible TA

Data Entry Operator – One (1)	<p><b>Location:</b> Guwahati, Assam</p> <p><b>Qualification and Experience:</b> Bachelor's degree in any discipline with relevant 1-2 year experience of working with NGOs or Government sector in MIS and data management work.</p> <p><b>Job Description:</b></p> <ul style="list-style-type: none"> <li>• The Project Assistant is to Provide strong reporting and analytical information support to management team.</li> <li>• Perform data analysis for generating reports on periodic basis.</li> <li>• Develop MIS system for project management and internal communication.</li> <li>• Keep the concerned project staff/ supervisor regularly informed of successes, challenges and lessons learnt</li> <li>• Other works as assigned by the supervisor related to the project</li> </ul>	Rs. 25,000/-
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**Duration:** For one year, w.e.f. from the date of appointment or till completion of the project or until further order, whichever is earlier.

**Last date of submission of application (through e-mail):** 17<sup>th</sup> February, 2022 (Till 11.59 PM, IST).

**Date & Time of Online Interviews:** Details will be notified separately via email to shortlisted candidates only. Candidates who are not shortlisted will not be notified.

Interested candidates may send their applications along with detailed biodata duly signed, passport size photograph, certificates, marksheets from 10<sup>th</sup> standard onwards, testimonials, caste certificate (if applicable), experience certificate (if any) and any other testimonials to the Principal Investigator through e-mail ([ncaretezpuruniversity@gmail.com](mailto:ncaretezpuruniversity@gmail.com)).

**Send your email to:** [ncaretezpuruniversity@gmail.com](mailto:ncaretezpuruniversity@gmail.com)

*For further details contact:*

*Prof. Chandan Kumar Sharma, Principal Investigator*

*Department of Social Work, Tezpur University, Tezpur-784028, Assam*

*E-mail: [ncaretezpuruniversity@gmail.com](mailto:ncaretezpuruniversity@gmail.com)*

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**(N. Karak)**

Dean, Research and Development  
Tezpur University

**Memo No. DoRD/CP/SW/CKS/30-142/ 2589-A**

**Date: 07.02.2022**

Copy for information and necessary action to:

1. Head, Department of Sociology, Tezpur University.
2. Prof. Chandan Kumar Sharma, Department of Social Work, Tezpur University and Principal Investigator of the project.
3. Webmaster, Tezpur University with a request to publish the advertisement in Tezpur University website.
4. Finance Officer, Tezpur University.

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**(N. Karak)**

Dean, Research and Development