

NOTIFICATION

The Director, Department of Social Defence, Chennai invites applications for the following vacancies from eligible candidates for Integrated Training Centre for Social Empowerment (ITCSE). The personnel to be recruited for the Integrated Training Centre for Social Empowerment will not be a government employee and will be appointed on contractual basis at a consolidated pay.

Designation	To be Posted at	Number of Vacancy	Consolidated Pay
Research and Documentation	ITCSE, Kellys, Chennai	1	Rs.60,000 per month

Job Description

Research and Documentation

Qualifications:

1. Advanced degree in Social Sciences, Humanities and allied courses
2. At least 3 years of experience in the field of development sector
3. Excellent oral and written communication in Tamil and English
4. Ability to work independently with minimal supervision
5. Experience in conducting research studies
6. Literature review, use of data analysis software for qualitative and quantitative data
7. Excellent skills in writing reports and developing literature review, case studies, AV materials, training curricula, manuals, research reports, policy briefs/documents and media articles
8. Willingness to travel

Major Tasks:

1. Conduct a need assessment to prioritize the research needs in child protection and develop proposals for the evidence generation activities.
2. Construct qualitative and/or quantitative tool for data collection.
3. Orientation training of field investigators, pilot testing, sample size estimation, data collection, data cleaning, analysis and report writing.
4. Develop and disseminate study findings in the form of reports/policy briefs/modules
5. Incorporate the recommendations into future policy and advocacy planning.

6. Facilitate cross-sectoral collaboration in research and data collection activities.
7. Analyze existing information and collect data on child justice issues to build the knowledge base on the situation of children in the justice system for advocacy and policy dialogue
8. Provide technical expertise to relevant government departments to review and develop policies, laws and regulatory frameworks on child protection and promote advocacy initiatives on child justice for children.
9. Submission of Monthly / Quarterly / Annual report

Interested candidates may immediately fill in the Google form with the link below.

Form Link - <https://forms.gle/9KAvZ8aP23GtDHbT7>

QR Code



Last date for application: 15.05.2023

Only short-listed candidates will be notified about the interview date.

Signed by Amar Kushawha

Date: 25-04-2023 12:46:08

Director
Department of Social Defence

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Designation	To be Posted at	Number of Vacancy	Consolidated Pay
Communications and Public Private Partnerships	ITCSE, Kellys, Chennai	1	Rs.60,000 per month

Job Description

Communications and Public Private Partnerships

Qualifications:

1. Post-graduation in Social Sciences, Humanities, CSR, Visual Communication and allied courses
2. At least 3 years of experience in building Public Private Partnerships and implementing social communication strategies
3. Strong social media presence
4. Website and social media platform management skills
5. Ability to work independently with minimal supervision
6. Excellent skills in writing reports and, case studies, AV materials and media articles
7. Experience with design software (Adobe/ Photoshop/ Canva)
8. Willingness to travel

Major Tasks:

1. Develop a communication strategy
2. Managing the media relations and counterparts.
3. Prepare local messages and pretest through a participatory process, specifically targeting key stakeholders and at-risk groups
4. Identify and build a communication plan for community groups such as community leaders, religious leaders, health workers
5. Support preparation, production and dissemination of educational material including print, electronic media on issues related to Child Protection
6. Maintain website, mobile app, Facebook page and other social

media platforms.

7. Implement and maintain the social communication activities, especially collaborating with media for specific campaigns of prevention and response mechanisms
8. Support drafting talking points, speeches, press releases, interviews, events, photos and other communication products.
9. Produce and disseminate newsletter highlighting success stories and best practices.
10. Provide guidance for exhibition planning and assist in the preparation and set up of the booth and displays at major events.
11. Create visual products and design graphic products
12. Identify and line list existing and potential partners in private sectors such as corporates, academic institutions, civil societies for collaboration with the Government department on child protection issues.
13. Design and conduct a State Level Corporate Conclave
14. Develop a greater public-private partnership strategy, framework and provide transparent mode of scheme for public-private partnership

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P.T.O.

/2016/2023

Signed by Amar Kushawha
Date: 25-04-2023 12:45:26

Director
Department of Social Defence