

<b>Name of position</b>	Coordinator (Full Time)
<b>No. of positions –1 Coordinator for Special Cells for Women, Assam</b>	Total- 1
<b>Advertisement No:</b>	09/TISS/Project/Special Cell for Women /June 2022.
<b>Last Date of Application</b>	30 <sup>th</sup> of June 2022
<b>Honorarium</b>	INR 42,000/- per month

**Vacancy for position of 1 Coordinator for Special Cell for Women, Assam state established with/in Assam Police, by Tata Institute of Social Sciences, Mumbai, with support from JHPIEGO**

Tata Institute of Social Sciences & Government of Assam with support from JHPIEGO, India have reached an understanding to work together to expand the Special Cells for Women approach in 10 additional districts of Assam, along with sustaining the existing Cell in Guwahati, and to simultaneously work on the intersections of public awareness and community engagement with Sexual and Reproductive Health with Gender-based Violence. One Special Cell for Women has been functional at Pan Bazaar Police Station, Kamrup Metro since June-July 2016 under the Violence Free Home – A Woman’s Right project, a collaboration between National Commission for Women, GoI and TISS. Ten more Cells have been functional on-ground since 9<sup>th</sup> of February 2022.

The Special Cells for Women & Children approach – as initiated by the Institute in 1984, creates space in the Police system for violated women to receive support through quality psycho-social- legal services provided by professional full-time social workers, within the criminal justice system, with a clear understanding that violence against women is a crime and it is the responsibility of the State to prevent and counter the same.

**A total of 1 Coordinator is required for full-time work to coordinate the work across 11 Special Cells for Women located in the following districts of Assam - Kamrup Metro, Kamrup(Rural), Dibrugarh, Sivasagar, Sonitpur, Nagaon, Cachar, Karbi Anglong, Dhubri, Kokrajhar and Barpeta.**

TISS hereby issues this advertisement for 1 position of Coordinator, as authorised by Govt. of Assam & JHPIEGO, India for the selection of suitable candidates for the same.

**1. Education and Experience criteria**

The candidate must have a post-graduate qualification in social work (M.A. in Social Work/MSW) from Central/Deemed/State-Recognized University. Candidates based in Assam, possessing Master’s degree in other social sciences, specifically Women Studies, Psychology, Sociology, may also be considered at the discretion of the Selection Committee.

Candidates must have at least 4 years’ relevant work experience on the issue of gender-based violence including some experience in direct casework and/or intervention work on women's issues at the grass-root level with extensive experience in one or more of the following: women's rights/empowerment-based work with the State, advocacy, strategic writing & planning, feminist social work practice, PMET (programme monitoring,

evaluation and training).

Candidate must demonstrate willingness to travel extensively within Assam, particularly to districts where Cells are located as well as to other districts in the State and occasionally to other States as per programme requirements detailed in section on job description above.

Candidate must multi-task extensively, anchor specific Projects' & project personnel's work, work in feminist workplace environment, beyond '9-to-5 office' setting with varied groups of individuals.

Verbal and written fluency in local languages/dialects as spoken in the specific district is essential, and working knowledge of English and comfort with the use of computers & internet is also necessary.

## **2. Location and terms of service:**

The stated positions are full-time and based in Assam State. The selected Coordinator will be contractually employed and will be paid a consolidated honorarium of INR 42,000/- per month. Once appointed, the Coordinator will be expected to reside in Assam and travel regularly to the various districts within Assam where Cells are located and travel occasionally to other states as per project requirement (training, exposure fieldwork, campaigns, regional meetings etc.).

## **3. Role of the Coordinator includes:**

- a) Overall project development at the State level
  - b) Overall responsibility for management of the project and financial accountability
  - c) Responsibility for maintenance of linkages between police, Monitoring Committee, the State Resource Group (SRG), and the project
  - d) Bringing the issue of violence against women at various fora and levels, together with the Social Workers,
  - e) Reporting to the Steering Committee, the State Resource Group, and the IGP for relevant matters as required
  - f) Conducting group performance appraisals, recruitment of social workers, addressing grievances, general administration, finance, etc.
  - g) Preparing detailed reports, and engaging in systemic interventions so as to engage with the police to the issue of violence against women.
4. Advertisement for the position is available at the following link: <https://tiss.edu/project-positions/> on the website: [www.tiss.edu](http://www.tiss.edu)
  5. TISS, Govt. of Assam & JHPIEGO, India reserve the right to accept or reject in part or in full any or all the responses to this advertisement without assigning any reasons whatsoever.
  6. Interested candidates are required to send their detailed resume/ Curriculum Vitae on or before 30<sup>th</sup> of June 2022 until 6:00p.m.to: [assam.spcell@tiss.edu](mailto:assam.spcell@tiss.edu)

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