

**DIRECTOR SOCIAL WELFARE, WOMEN & CHILD DEVELOPMENT ,
CHANDIGARH ADMINISTRATION
Town Hall Extension Building, 3rd Floor, Sector-17-C, Chandigarh**
Telephone No 0172-2700069

Closing Date for receipt of applications: before 04.01.2021 upto 5.00 p.m.

Applications are invited for filling up the following posts purely on contract basis for setting up of State Project Management Unit (SPMU) under POSHAN Abhiyaan.

Name of the Post	No. of Posts	Salary p.m.
1. Consultant - Financial Management	01	Rs 60,000/- p.m.
2. Consultant- Procurement	01	Rs 60,000/- p.m.
3. Consultant- Health & Nutrition	01	Rs 60,000/- p.m.

1. For details of essential qualification/desirable qualification/ Scope of work/consolidated remuneration and experience required for above posts, please visit the website of Chandigarh administration chandigarh.gov.in/
2. Complete Bio-data in all respects along with stamp size- photograph and attested photocopy of essential qualification and experience, duly signed by the applicant should be submitted to the office of Director Social Welfare, Women & Child Dev.(ICDS) on or before 04.01.2021 at 5.00 p.m.
3. No TA/DA shall be paid to the candidate for attending interview/Test.
4. If there is any corrigendum, it will be uploaded on **the website of Chandigarh administration chandigarh.gov.in/**
5. The competent authority reserves the right to cancel the selection process at any time , at any stage without assigning reason thereof.
6. An application will be summarily rejected if (i) applicant does not mention the name of the post applied for (ii) the application is unsigned/ incomplete, (iii) the application is submitted/or received after closing date (iv) candidate does not possess the requisite academic qualification or experience on the cut off date.
7. Only eligible candidate will be called for the Interview/Test and the information will be uploaded on the website of Chandigarh Administration only. The candidate shall bring their original certificates/documents at the time of interview/Test.

For any query contact at 0172-2700069

**Sd/-
Director Social Welfare,
Women and Child Development,
Chandigarh Administration**

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

S. No	Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
1.	Consultant (Health & Nutrition)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	<ul style="list-style-type: none"> • PG degree in Nutrition/ Public Health/ Social Sciences/ Rural Development Community Medicine with at least 55% Marks • 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 PowerPoint. • Good understanding of decentralized planning and Supportive supervision. • Excellent oral and written communication skills in English and ability to converse in local Language. 	<ul style="list-style-type: none"> • 5 years of experience of working in nutrition/ public health/ social development programmes. • Experience of working with Government/ Government organizations/ inter organizations. • In-depth knowledge of key nutrition issues and nutrition programmes. • Knowledge of project management techniques. 	<ol style="list-style-type: none"> 1. Provide technical leadership and facilitate designing of nutrition related activities and pilots to be implemented in the Mission. 2. Provide managerial leadership and facilitate development of annual Mission's work plans. 3. Facilitate implementation of all nutrition related activities in the Mission, including multi-sectoral nutrition actions. 4. Provide necessary assistance to ensure that plans are implemented in a timely manner to achieve the agreed milestones of the Disbursement Linked Indicator. 5. Facilitate the dissemination of relevant guidelines, reporting formats and documents relevant to the Mission, developed by MWCD, at the state, district and sub-district levels. 6. Ensure data for the results monitoring framework of the project is updated every six months and made available to the MWCD. 7. Monitor and review progress of all project interventions and indicators of the results monitoring framework, identify bottle necks in achievement/reporting of results and facilitate supportive action to resolve these. 8. Ensure availability of state approved project related documentation on the website of DWCD/DoSW. 9. Facilitate verification of achievement of milestones of Disbursement Linked Indicators by the Independent Verification Agency. 10. Identify emerging needs from the Mission and facilitate action through Director in-charge of Mission. 11. Support the Director in facilitating meetings with technical expert committees, relevant line departments such as, Departments of Health and Family Welfare, Rural Development, Social Welfare, Agriculture,

					<p>Horticulture, Food Processing etc. and other stakeholders on nutrition & multi sectoral issues.</p> <p>12. Support documentation and dissemination of best practices in the Mission and facilitate cross learning on the same across districts.</p> <p>13. Monitor and review progress of all nutrition related Mission activities and indicators, identify areas and districts in need of support and take follow up supportive action as required.</p> <p>14. Support preparation of quarterly and annual project progress reports.</p> <p>15. Liaison and coordinate with external stakeholders.</p> <p>16. Any other activity, identified by the Director, as relevant to the Mission.</p>
2.	Consultant (Financial Management)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	<p>CA/ CS/ CMA (CWA) or MBA (Finance) from reputed institute with at least 55% marks.</p> <ul style="list-style-type: none"> • At least 3 years qualification experience out of which 1 year should be in Government/ PSU/ international agencies. • Exposure to budgeting, audit and treasury functions. • Knowledge of state budgetary, treasury and finance rules. • Expertise in MS Office including Word, Excel and Power Point. <p>Or Government employees retired as Under Secretary(Pay Level-11) or equivalent with at least 5 years' experience of financial management /budget/Government treasury accounting.</p>	<p>5 years of experience in finance management.</p> <ul style="list-style-type: none"> • In-depth knowledge and expertise in financial management, internal controls/ systems development & implementation, government treasury accounting, auditing & reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgement. 	<p>1. Ensure proper financial control and management of Mission in implementation in the State.</p> <p>2. Provide support to timely preparation of annual budget estimate keeping in view of the approved allocations and past expenditure under the Mission.</p> <p>3. Facilitate allocation of budget to districts and blocks and maintain budget allocation register.</p> <p>4. Keeping track and maintain database of funds released by MWCD and utilized in the State. Process the revalidation of unspent balances, if any.</p> <p>5. Prepare the Financial Management Reports (FMR) under Eligible Expenditure Program (EEP) of NNM and arrange to send the duly approved one to MWCD on time.</p> <p>6. Collection of monthly financial reports from districts and blocks and ensuring reconciliation with Treasury and Accountant General (A&E) on a monthly quarterly basis.</p> <p>7. Liaison with the State Finance Department, Treasury and MWCD on financial matters under the directions of Director for budget allocation, reallocation and other approvals.</p> <p>8. Keep track and maintain ledger book of all expenditures incurred and ensure reconciliation with the Finance Department/ Treasury.</p> <p>9. Liaison with the Accountant General Office at the State level for annual audit of the project financial statements for expenditures at the State level. This will</p>

					<p>involve preparation of annual financial statements based on reconciled expenditures, schedules of pending AC Bills and UCs and facilitate in completion of audit by the AG as per standard Terms of Reference by July 31 of each year and submit it to MWCD by September 30 of each year.</p> <p>10. Coordinate with Accountant General Office to address the audit objections /internal control weaknesses, issues of disallowances, if any, in consultation with Director.</p> <p>11. Provide financial and commercial advices and assistance in various procurement proposals for goods and services.</p> <p>12. Provide orientation training as required to the District Mission teams on the financial issues.</p> <p>13. Any other finance related activities of the Mission that may be assigned by the Director, including payment of bills etc. and ensuring adequate internal controls to support the payments.</p>
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3.	Consultant (Procurement)	Rs. 60,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance of the Consultant.	<p>PG degree in Supply Chain Management/ MBA with specialization in Operations / Supply Chain Management.</p> <ul style="list-style-type: none"> • At least 3 years experience in application maintenance / 4 years experience in supply chain management and procurement planning. • Experience of working with front line workers of Government Department and training on IT / Mobiles/Computer • Problem solving skills. • Good oral and written communication skills in local language. • Computer literacy a must. <p>Or Government employee retired as Under Secretary (Pay Level-11) or equivalent with at least five years' experience in procurement.</p>	<ul style="list-style-type: none"> • 5 years experience in working on technology and software application support. • Proven ability to successfully handle multiple tasks specially IT and Supply Chain Management, within a team with attention to detail. 	<ol style="list-style-type: none"> 1. Review quality of goods procured and disseminated through the project and recommend remedial actions where quality of goods are compromised. 2. Responsible for overall management of the help desk and ensuring that the incidents are being registered and later resolved by the team. 3. Lead the L2 Support team and provide directions to the team member Responsible for ensuring technical support issues are addressed satisfactorily and promptly and that issues are being properly triaged 4. Support in resolving complex problems 5. Interface with Central help desk team on bugs 6. Help the State help desks / Ministry Users in troubleshooting issues with CAS software 7. Flag critical software errors 8. Train the District Help desk 9. Any other related activities of the project that may be assigned by the Director.
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