

Sl. no	Name of the position	Essential Qualification and Experience	Desirable	Scope of Work	CTC
1	Accountant	<p>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. Or Government employees retired as Accountant with at least five year' experience/Accounts Officer/Audit Officer with at least 3 year' experience.</p>	<p>5 years experience in accounting with exposure in budgeting & auditing. Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage.</p> <ul style="list-style-type: none"> • Strong computer skills, especially in the use of MS Word and Excel. 	<p>1. Provide support to preparation of project budget estimates keeping in view of the approved allocations and past expenditure under the Mission, revised estimates, if any, and ensure its submission to the MWCD.</p> <p>2. Keep track and maintain database of funds released by MWCD and the yearly utilization certificates to be submitted by the State; process timely re-validation of unspent balances, if any.</p> <p>3. Ensure timely submission of the financial reports (FMRs) to MWCD.</p> <p>4. Process bills for timely payment/reimbursement of all expenditures incurred in the SNRC-SPMU including monthly remuneration of the Consultants and other Mission staff, ensuring adequate internal controls to support the payments.</p> <p>5. Liaison with the IFD/Budget Section/Plan Unit of MWCD for budget allocation, re-allocations and other approvals as may be necessary from time to time.</p> <p>6. Keep track and maintain ledger book of all expenditures incurred in the SNRCSPMU and ensure reconciliation with the Pay & Accounts Office on a National Nutrition Mission: Administrative Guidelines quarterly basis.</p> <p>7. Liaison with the AG Civil Audit for annual audit of</p>	30000
2	District Coordinator	<p>Graduate or Certification/ Diploma in Computer Science or IT At least 2 years experience in application maintenance & support. Good oral and written communication skills in local language. Computer literacy must. Willingness to travel a must. Mandatorily local can dates should be engaged.</p>	<p>4 years experience in application maintenance and support. Formal training on IT/ computer Experience working with technology and software application support Proven ability to successfully handle multiple tasks within a team environment Great attention to detail and problem solving skills</p>	<p>1. Supporting training of Block helpdesk in ICT-RTM.</p> <p>2. Supervise Block helpdesk.</p> <p>3. Support District level ICDS officials on usage of CAS system.</p> <p>4. Escalate issues as needed.</p> <p>5. Logging and managing issues in the Issue Tracker application (CAS application).</p> <p>6. Provide general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting.</p> <p>7. Extend help for lost/stolen phones.</p> <p>8. Monitor worker activity reports.</p> <p>9. Follow up on actions from activity reports.</p> <p>10. Any other tasks that may be assigned by the Director.</p>	29500

3	District Project Assistant	<p>Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition, Minimum 2 years work experience of capacity building, with supervisory skills Good oral and written communication skills in local language and fair skills in English Good computer skills/knowledge of internet/email Ability to work in a team and willingness to travel extensively. Mandatorily local candidates should be engaged.</p>	<p>3 years experience of working in social program. Experience of working on Government Programs in the social sector -Health, Nutrition, Education, Water and Sanitation</p>	<ol style="list-style-type: none"> 1. Support and supervise timely implementation of all Mission activities in the district. 2. Facilitate and participate in all capacity building initiatives undertaken within the project at district and block levels. 3. Periodically assess capacity building needs of district and block level ICDS staff and functionaries and organize and facilitate relevant trainings as per the guidance of the DPO and Commissioner/Director, ICDS. 4. Ensure timely completion and monitoring of planned community mobilization activities within the district to strengthen the demand for ICDS services. 5. Make regular monitoring and supportive supervision visits within the district to provide on-site support to CDPOs and the ICDS Supervisors to ensure all project activities are completed as per schedule. 6. During monitoring and supervision visits review and ensure maintenance of reporting formats for all Mission activities. 7. Ensure effective coordination between the existing ICDS programme activities and project activities, wherever required, in collaboration with the DPO. 8. Ensure collation of Utilization Certificates from Anganwadis for activities under the Mission and their correct aggregation 	18000
4	Block Coordinator	<p>Graduate. At least 2 years experience of working with technology and software application support Good oral and written communication in local language Mandatorily local candidates should be engaged</p>	<p>Formal training on IT/ computer</p> <ul style="list-style-type: none"> • Worked with front line workers in any Social Development Program of Government • Proven ability to successfully handle multiple tasks within a team environment • Attention to detail and problem solving skills 	<ol style="list-style-type: none"> 1. Supporting training of AWWs and Supervisors in Information and Communication Technology enabled Real Time Monitoring (ICT-RTM). 2. Monitoring usage of ICT-RTM by AWWs by using CAS Reports and follow-up on low usage. 3. Providing in-person and over-phone troubleshooting support to users facing hardware or software problems with mobiles, tablets and basic issues with CAS application. 4. Logging issues in the Issue Tracker application, which is part of CAS. 5. Training reinforcement to AWWs identified as low performers using CAS Reports. 6. Providing performance feedback to AWWs. 7. Submitting phones to Original Equipment Manufacturer (OEM) for hardware replacement and repair. 8. Escalation of issues to Block/District Coordinator via the Issue Tracker application. Criteria for escalation will be defined in CAS Guidelines. 9. Supporting Block level ICDS officials on usage of CAS 	20000
5	Block Project Assistant	<p>Graduate. At least 1 year experience of working with Community/Local Government Good oral and written communication in local language Mandatorily local candidates should be engaged.</p>	<p>Worked with front line workers in any Social Development Program of Government</p> <ul style="list-style-type: none"> • Proven ability to successfully handle multiple tasks within a team environment • Attention to detail and problem solving skills 	<ol style="list-style-type: none"> 1. Supervising overall implementation of the Mission activities in the block. 2. Organization/facilitation of the trainings of the ICDS Supervisors and AWWs in coordination with the District Team. 3. Making regular supportive supervision visits to AWCs, provide on-site support to AWWs and monitor implementation. 4. Preparing monthly progress/monitoring reports in the prescribed format and submit the same to the District Coordinator; etc. 5. Any other task as indicated by CDPO. 	15000