

**BODOLAND TERRITORIAL COUNCIL SECRETARIAT:: BODOFA NWGWR::
KOKRAJHAR**

BTR-UNICEF PROGRAMME MANAGEMENT UNIT

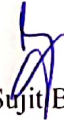
No. BTC/UNICEF-01/2022-23/5

Dated Kokrajhar, 21 May 2022

Advertisement

Applications are invited from eligible candidates for 1 (one) post of Program Coordinator to be engaged on contractual basis for a period of 7 months at the BTR-UNICEF Programme Management Unit, Bodoland Territorial Council, Kokrajhar, Assam.

Interested candidates may apply along with relevant documents through email on or before 28-05-2022. The Terms of Reference for the position along with application procedure, eligibility criteria and remuneration offered, date of interview and joining, etc. is annexed herewith (Annexure 1).



(Shri Sujit Baglary, ACS)
Joint Secretary, BTC, and
Nodal Officer, BTR-UNICEF Programme Management Unit.

Annexure 1
Terms of Reference

1. **Title of the Position :** Program Coordinator, BTR-UNICEF Project Management Unit
2. **Hiring Agency :** BTC, Bodoland
3. **Supported By :** UNICEF Assam
4. **Salary :** INR 60,000/- per month
5. **Duration :** June 2022 to December 2022. The position will continue beyond 2022, subject to approval of plan of action between UNICEF and BTC, and availability of funds.
6. **Application process :** Candidates may apply by sending their CVs along with a Cover Letter to btr.pmu@gmail.com or before 28-05-2022 with the subject "Application for the post of Programme Coordinator".
7. **Date of Interview :** An interview will be conducted at Conference Hall 3rd Floor, Block-A, BTC Secretariat, Kokrajhar for the shortlisted candidates 10.00 A.M. onward on 30-05-2022. No TA/DA will be arranged for the candidates.
8. **Date of Joining & Reporting Authority :** The selected candidate is expected to join office from 01-06-2022, and report to Shri Sujit Baglari, ACS, Nodal Officer, BTR-UNICEF Programme Management Unit, & Joint Secretary, Social Welfare Department (BTC), etc.
9. **Qualification :** Master's degree in social science disciplines : anthropology / rural development and management / public administration / law/sociology/social work/ child rights / psychology / international development and related programmes of study.
10. **Experience :** Minimum ten years of progressive experience in development sector. Person having experience of working with bilateral, international organizations, and government agencies will be given preference. Knowing of local language (Bodo / Assamese), socio-cultural and economic context will be an asset.

11. Background

UNICEF has signed Rolling Work Plan with Govt of Assam for the period 2021-2022. As part of joint planning with State Govt, UNICEF has agreed to extend support to BTC administration in setting up of **Project Management Unit (PMU)**. **The PMU will play key role in bringing all development partners together and institute a periodic learning, sharing and review meeting** on various aspect of social indicators pertaining to Sustainable Development Goal areas (4, 5, 8, 16 and 17) and key flagship programs related to children such as ICPS, Mission Poshan 2.0, Mission Shakti and Mission Vatsalya, Mission Saksham Anganwadi, Samagra Sikhsa Abhijan, NHM, etc. The proposed position will be placed in the PMU attached to BTC Secretariate and work under the direct supervision of Chief, BTC and Principal Secretary, BTC. The position will receive guidance and supportive supervision from Child Protection Specialist, UNICEF Assam from time to time, and share periodic update and apprise progress of various initiatives taken up in the region by UNICEF and other development partners.



12. Duties and Responsibilities

Conduct field monitoring visit to four districts under BTR and provide technical assistance to district administration on effective implementation of flagship program, in specific reference to child protection scheme and associated flagship programs such as ICPS, Mission Poshan 2.0, Mission Shakti and Mission Vatsalya, Samagra Sikhya Abhijan, Mission Poshan, etc.

Identify critical gaps and devise appropriate course interventions, and share with Principal Secretary, BTC for review and taking appropriate decision. Ensure implementation and supervision of monitoring system and facilitate use of information at all levels.

Maintain productive and collaborative relationships with internal and external stakeholders, DCPOs, NGOs/CBOs/Govt. departments. Prepare database of all development partners presence and work in the region and identify opportunities for effective collaboration between GO-NGO and other resource agencies.

Work in close coordination with key departments such as social welfare, women and child development, education, panchayat raj and rural development, health, education, labour, and other relevant departments dealing with children's issues in the BTC; and coordinate with the senior nodal officer responsible for PMU for effective implementation of planned program.


Develop BTC region specific dashboard based on the key child focused indicators (with reference to key child protection theme that has link with other sectors too) in consultation with BTC, UNICEF and CSOs forum; and keep track on development through periodic update.

Coordinate with other consultants and development partners of UNICEF present in the BTC region and facilitate smooth implementation of agreed plan of action, and also ensure easy access to required administrative support.

Timely preparation and submission of progress reports to BTC and UNICEF. Responsible for documentation for capturing the learnings and its dissemination to various stakeholders on periodic basis. Support BTC administration in developing presentations, analysis and policy brief related to children and women issues.

13. Desired Competencies:

- Knowledge and domain expertise.
- Leadership and team management, including the capacity to set and manage accountability of self and others.
- Excellent communication skills and effectively articulate (verbal and written) and presents ideas/ concepts to a variety of internal and external audiences with clarity and confidence; Demonstrates strong listening skills.
- Problem-solving and solution-driven mindset.
- Multi-tasking abilities and work under pressure, adherence to deadlines and assure quality output.


(Shri Sujit Baglary, ACS)
Joint Secretary, BTC, and
Nodal Officer, BTR-UNICEF Programme Management Unit.