

GOVERNMENT OF MEGHALAYA
OFFICE OF THE DEPUTY COMMISSIONER WEST JAINTIA HILLS DISTRICT

Terms of References (ToR) for hiring of Staff in District and Block Level under Poshan Abhiyan NNM

Application in standard form are invited for the following contractual posts for the implementation of POSHAN ABHIYAN (NNM) in West Jaintia Hills District from eligible and interested candidate who are domicile of Meghalaya

Sl. No	Name of Post	Essential Qualification and Experience	No of Post	Remunerati on Fixed Pay	Desirable	Scope of Work
1	2	3	4	5	6	7
1	District Co-ordinator	Graduate or Certificate /Diploma in Computer Science or IT <ul style="list-style-type: none"> • 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 candidate should be engaged. 	1 No	Rs.30,000/- Per Month	<ul style="list-style-type: none"> • 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 	<ol style="list-style-type: none"> 1. Supporting training of Block helpdesk in ICT-RTM. 2. Supervise Block helpdesk. 3. Support District Level ICDS officials on usage of CAS system. 4. Escalate issues as needed. 5. Logging and managing issues in the Issue Tracker application (CAS application). 6. Provide general application support i.e. solve issues escalated from Block level in regard to mobile application, web application or reporting. 7. Extend help for lost/stolen phones. 8. Monitor worker activity reports. 9. Follow up on actions from activity reports. 10. Any other tasks that may be assigned by the Director.
2	District Project Assistant	Graduate Degree/Post Graduate Diploma in Management /Social Sciences/Nutrition, <ul style="list-style-type: none"> • Minimum 2 years work experience of capacity building, with supervisory skills • Good oral and written communication skills in local language and fair skill in English • Good Computer skills/knowledge of internet/email • Ability to work in a team and 	1 No	Rs.18,000/- Per Month	<ul style="list-style-type: none"> • 3 Years experience of working in Social Programme • Expereince of working in Government Programme in the Social Sector - Health,Nutrition,Education,Water and Sanitation 	<ol style="list-style-type: none"> 1. Support and supervise timely implementation of all Mission activities in all 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 guideline 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. Endure effective coordination between the existing ICDS programme activities and project activities, wherever required, in collaboration with the

		<p>Willingness to travel extensively</p> <ul style="list-style-type: none"> • Mandatorily local candidate should be engaged. 				<p>DPO.</p> <ol style="list-style-type: none"> 8. Ensure collation of Utilization Certificates from Anganwadis for activities under the Mission and their correct aggregation at the CDPO and DPO levels. 9. Prepare monthly Progress/monitoring reports in the prescribed formats for project activities and submit the same to the DPO and Commissioner/Director, ICDS . 10. Coordinate with the related line departments at the District level for facilitating convergent/multi-Sectoral activities under the Mission. 11. Facilitate engagement with potential civil society organizations, NGOs,etc. for partnership and support for project implementation. 12. Any other task assigned by DPO.
3	Block Co-ordinator	<p>Graduate</p> <ul style="list-style-type: none"> • At least 2 years experience of working with technology and software application support • Good oral and written communication skills in local language • Mandatorily local candidate should be engaged. 	3 Nos	Rs.20,000/- Per Month	<ul style="list-style-type: none"> • Formal training on IT/Computer • Worked with front line workers in any Social Development Programme 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 CS system. 10. Any other task as indicated by CDPO.
4	Block Project Assistant	<p>Graduate</p> <ul style="list-style-type: none"> • At least 1 years experience of working with Community/Local Government • Good oral and written communication skills in local language • Mandatorily local candidate should be engaged. 	3 Nos	Rs.15,000/- Per Month	<ul style="list-style-type: none"> • Worked with front line workers in any Social Development Programme 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. 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.

General Information

1. Interested candidates are to be submit their applications alongwith attested copies of SC/ST certificate,marksheet,experience certificate and two copies of recent passport size photograph
2. Details of the Advertisement/ Terms of reference are displayed in the Office Notice Board of the Deputy Commissioner West Jaintia Hills District Jowai (westjaintiahills.gov.in),District Programme Officer ICDS (Cell) Jowai near DM & HO Office Jowai and in the Offices of the CDPO Thadlaskein/Laskein/Amlarem
3. Application are to be submitted at the Office of the District Programme Officer ICDS (Cell) near DM&HO Office Ladthadlaboh West Jaintia Hills District Jowai on or before 7th.September.2018 during Office hours. Incomplete application and application not covered by the prescribed criteria will be summarily rejected.
4. There shall be a process of scrutiny and screening of all documents. The name of the candidate who will be eligible to appear for interview will be displayed in the Office Notice Board of the Deputy Commissioner West Jaintia Hills Jowai and in the Office of the District Programme Officer ICDS(Cell) Jowai on the 18th.September.2018 during office hours. No separate call letter will be sent.
5. Age limit will be as per State Government Rules.
6. NO TA/DA will be borne for appearing the interview.

Sd/-
Deputy Commissioner
West Jaintia Hills
District Jowai