

National Institute of Social Defence(NISD)
(Ministry of Social Justice & Empowerment, Government of India)
West Block-1, Wing-7, Ground Floor, R.K. Puram, New Delhi

The National Institute of Social Defence (NISD), an autonomous body under the Ministry of Social Justice and Empowerment, invites application for engagement of manpower purely on contractual basis for a period of One Year, which could be further extended on need basis, for the following posts:-

- a) **Project Manager** : There is a requirement of 01 (One) Project Manager, with a consolidated remuneration of upto Rs. 80,000/- per month.
- b) **Project Assistant** : There is a requirement of 05 (Five) Project Assistants, with a consolidated remuneration of upto Rs. 60,000/- per month.

For further details regarding Educational Qualification, experience etc. and the prescribed application form, please visit NISD's website www.nisd.gov.in The last date for submission of the filled in application form will be within 21 days from the date of publication of the advertisement. Applications duly filled in, are to be forwarded to Deputy Director (Adm & Plg), National Institute of Social Defence, West Block-1, Wing-7, R.K. Puram, New Delhi-110066.

Director
Ph.011-26100058

Project manager

Job Description:

The **Project manager** will be responsible for implementation of programmes at the National Level. He or She will be a team leader and will report to a regular Dy. Director of the NISD. He will have the following responsibilities:

- Monitor day to day progress in initiation and conduction of programmes by liaisoning with Project Assistants and various stakeholders in States/UTs including Non-Governmental Organizations
- Analyse proposals, render advice and make notings Arrange seminars/conferences etc. at National/Regional level
- Work for enhancement of collaborating agencies
- Conduct visits/travel to States/districts for organizing and evaluating the programmes
- Prepare and submit report to higher authorities on regular basis
- Undertake any other relevant/innovative tasks for the advancement of NAPDDR at the National & State level.

Essential and desirable qualifications

- Should be a Post Graduate in Sociology/ Psychology/ Social Work/ Social Science/ Masters in Public administration from a recognized University and should possess a Ph.D Degree in the relevant discipline
- Should have at least 10 years experience in Programme Management, Monitoring and Implementation at National level with government including experience in field based implementation, preferably related to drug abuse prevention interventions
- Should have a sound knowledge and understanding of National/State/District level administrative structures & processes
- Proficiency in the usage of computer and strong presentation communication (written & oral) skill is essential.
- Diploma in Human Resources Management from a recognized Institute will be an added advantage

Age limit: He or She should not be more than 45 years of age

Project Assistants

Job description:

The **Project Assistants** will assist the Project Manager. They will have the following responsibilities:

- Liaison with various stakeholders on day to day basis in the region for initiation/inviting proposals and conduction of programmes under NAPDDR
- Examine the proposals and prepare Notes/files for seeking administrative approval and expenditure sanction for conduction of programmes from the Competent Authority
- Monitor the status of processing of proposals of programmes by stakeholders and apprise the higher authorities for assistance if required
- Follow up for settlement of accounts by seeking requisite documents from the stakeholders after conduction of programme
- Conduct visits/travel to States/districts for organizing and evaluating the programmes
- Maintain & custodian of the programme files
- Any other task related to drug abuse prevention that is assigned from time to time by MSJE/NISD

Essential and desirable qualifications:

- Should be a Post Graduate in Sociology/ psychology/ Social Work/ Social Science/ Masters in Public administration from a recognized University
- Should have at least 5 years experience in programme management, monitoring and implementation at National/State level with Government including experience in field based implementation, preferably related to drug abuse prevention interventions
- Proficiency in the usage of computer and strong presentation and communication (written & oral) skill is essential

Age limit: He or She should not be more than 40 years of age

Annexure

Proforma

**Space for
Photo**

1. Name:

2. Father's Name:

3. Postal Address:

4. E-mail Address:

5. Contact No.

6. *Date of Birth:

7. *Identity Proof:

8. *Educational Qualification:

9. *Experience: _____

10. Reference from two renowned persons with their address and telephone number.

11. Any other information:

****Candidates should produce Originals in respect of Sr. Nos.6,7,8 & 9 above at the time of interview.***

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the CV correctly describes me, and my qualifications and experiences. I understand that any willful mis-statement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

Signature