



National Institute of Social Defence

(Ministry of Social Justice & Empowerment, Govt. of India)

Plot No. G-2, Sector-10 Dwarka, New Delhi -110075

Date 31st December, 2024

Vacancy Circular

Subject: Engagement of Mission Manager on contract basis.

NISD, Delhi an autonomous body under MoSJ&E, Govt. of India, working in areas of Social Defence issues namely Sr. Citizen Welfare, Drug Abuse Prevention, and Transgender Welfare & Beggary Prevention. The Institute invites applications from eligible candidates for Mission Manager purely on contractual basis.

The NISD reserves its right to increase or decrease the number of contractual posts or not to fill up any of the posts advertised without assigning any reason whatsoever.

Interested candidates may please go through the qualification, experiences and eligibility criteria and other information available on the Institute website www.nisd.gov.in.

Please send your duly filled application form in prescribed format (attached) along-with all documents/testimonials, mark sheets, experience certificates etc. within 15 (Fifteen) days from the date of publication of this advertisement in the newspaper. Applications should be clearly mentioned on the envelop the name of post applied for and send to the Dy. Director (Admn.& Plg.), National Institute of Social Defence, G-2, Sector 10, Dwarka, New Delhi – 110075.

The qualification, experience and other details are as follows :-

Mission Manager (National Resource Cell for Social Audit) :-

1.	Name of the Post	Mission Manager (National Resource Cell for Social Audit)
2.	No. of Post	01 (One)
3.	Educational Qualification	Post Graduation in any discipline with at least 55% marks from a recognized university.
4.	Age Limit	The age of applicant should not be more than 60 years on the last date of submission of Application.
5.	Work Experience :-	<p>10 years grassroots experience with CSO and out of it at least three years of experience in Social Audit and two years of administrative experience handling projects/units/cell at state level</p> <p>Experience at National level to conduct of social audit for various programmes</p> <p>Excellent command over Hindi and English languages</p> <p>Computer proficiency with commonly used packages like MS Word, Excel, Power Point & Web surfing to search relevant data & documents.</p> <p>An Excellent communication and presentation skills are desirable for a multi-disciplinary team environment.</p>
6.	Coordinating Social Audits	<p>Take up test audits and special audits as to check the quality of audits taken up by the SAUs.</p> <p>Coordinate with the other monitoring initiatives of the DoSJE (mentioned in the I-MESA).</p>
7.	Technical Competencies	<p>Preparation and interface with SAU directors, State Welfare Department officials across all the State Governments to take forward the social audits effectively on line with guidelines developed;</p> <p>Facilitation of conduct of pilot audits, test audits;</p> <p>Training and Capacity Building Activities;</p> <p>Documenting learnings and undertaking research.</p> <p>Create weekly/ monthly/ yearly reports on conduct of social audits,</p> <p>Create an integrated plan/schedule for review of progress</p> <p>Support in Preparing the MIS on social audit</p>

8. **B. Behavioral Competencies**

Timely & Accurate Decisions

Ownership of Decision

Problem Solving Attitude

Implementation of innovation based initiatives

Focus on Continuous improvement

Recognizes & Encourages Performance

Efficient Flow of information

Collaborative Style of Working

Respect Towards individual.

Open Work Environment.

Focus on Outcomes.

9. **Roles and Responsibilities :-**

Facilitate the development of social audit guidelines and protocols for the different schemes. Revise guidelines and protocols based on feedback from the pilot audits.

Provide technical assistance and support to SAUs for conduct of effective social audits

Set up an advisory body with few permanent members and a larger list of invitees with expertise on different relevant subjects/ sectors to guide the social audit process

Identify National Resource Organizations that have demonstrated expertise in Social accountability initiatives, to partner with for preparation of training modules, organizing of training, facilitating pilot audits, conduct of test audits, monitoring and evaluation of social audits.

Help design the MIS for conduct of social audit and manage the social audit findings and action taken reports.

Help prepare an annual action plan and budget for the SAUs

Engage with the Ministry on a periodic basis regarding social audit findings, action taken reports and other support required for conduct of social audit

Conduct research on different aspects of social audits

Document and disseminate good practices in social audit

Prepare annual report incorporating findings, action taken reports and policy recommendations

Additionally, the consultant can be assigned with any other work at the discretion of the Competent Authority.

10.	<p>Capacity Building</p> <p>Identify training needs and prepare modules including audio-visual material and material for online training.</p> <p>Identify potential trainers drawn from CSOs/ academic institutions/ best practitioners</p> <p>Train and build capacity of social audit resource persons in SAUs to take up social audits of DSJE schemes</p> <p>Conduct pre and post training assessment to quantify the benefits from the training programmes.</p> <p>Facilitate on-site, immersion visits for SA resource persons as a part of the sensitization process.</p> <p>Identify best practices and facilitate cross-learning of best practices through exposure visits and workshops for policy makers, key officials at the State level and social audit resource persons.</p> <p>Wherever the end-users are the same, capacity building programmes being planned for them by various Ministries like Ministry of Rural Development, Ministry of Women and Child Welfare, Ministry of Panchayati Raj, Ministry of School Education etc shall converge so as to avoid multiple training programmes.</p>
11.	<p>Monitoring and Evaluation</p> <p>Monitor the social audits conducted by the SAUs to assess their effectiveness and provide technical assistance as per requirement.</p>
12.	<p>Remuneration:-</p> <p>The consolidated remuneration of Rs. 1,25,000/- per month</p> <p>Nothing extra shall be paid for any reason / purpose e.g. HRA / Telephone / Transport, etc. except for travelling outside Delhi for official work.</p>
13.	<p>Nature of Appointment :-</p> <p>The Consultants will be engaged on purely contract basis for a period of One year which can be extended on need basis and performance of incumbent.</p>

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Candidates are advised that clearly mention the post applied for in the Application form. Incomplete applications shall summarily be rejected.

Only shortlisted candidates will be called for interview. All communication will be through e-mail/Phone. Hence, all candidates are advised to clearly mention their e-mail/contact number in the Application Form.

Reservation: As per guidelines issued by the Govt. of India.

Last date for submission of applications: The last date for submitting applications will be within 15 (**Fifteen**) days from the date of publishing in the Newspapers.

Applications received after the due date and time shall summarily be rejected.

General Conditions:

The offered assignment is purely temporary and does not envisage any kind of regular appointment in NISD in future.

In case of large number of applications, the Institute may shortlist the candidates as may be necessary.

Canvassing in any form will be treated as disqualification.

No correspondence will be entertained as regards short-listing, calling for interview, selection or engagement.

The shortlisted candidates will be informed about the date, time and venue of the interview.

Retired Government persons who apply will be governed as per provisions of Ministry of Finance O.M. No.3-25/2020-E.IIIA, dated: 09-12-2020.

Candidates may regularly visit the website for further information/updates, if any.