

ROC No:9616/WW/2023

**Tamil Nadu Women
Employment and Safety
Project,**

**5th floor, SIDCO Building,
Chennai-32.**

Date:01.02.2024

NOTIFICATION

The World Bank-funded Tamil Nadu Women Employment and Safety project, under the Special Program Implementation Department, is seeking candidates to join the Project Management Unit on a contractual basis for one year. The details of the job qualifications and remuneration are enclosed in annexure1.

Applications from eligible candidates for the aforementioned positions are expected to submit their resumes along with copies of certificates demonstrating essential qualifications and experience **on or before 12.02.2024** to **tnwesafeproject@gmail.com** or can be sent by post or submitted directly to **the Project Director, Tamil Nadu Women Employment and Safety Project, 5th floor, SIDCO Building, Thiru vi ka Industrial Estate, Guindy, Chennai-32**. Applications received incomplete or after the due date will not be considered. Only shortlisted candidates will be notified and called for an interview through email.

The Project Director of the Tamil Nadu Women Employment and Safety project reserves the right to reject any application without assigning any reason or cancel the selection process.

**Sd/-xxxxx
Project Director**

Annexure -1

S. No	Designation	Job Description
1	<p>Project Manager (No. of Post - 1)</p> <p>Remuneration per month- Rs.1,25,000.</p>	<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> - Support the project director in fulfilling project deliverables within timelines. - Assisting the World Bank Team in facilitating baseline, fiduciary environmental assessments, and social assessments - Ensuring program activities align with and adhere to government and World Bank procurement, environment, social and fiduciary requirements and regulations - Preparing Standard Operating Procedures (SOPs) and guidelines based on the project requirements - Ensure the maintenance of documentation of all project related activities and discussions using proper reporting formats - Build and maintain strong partnerships with project stakeholders including industries, private sector agencies and technical institutions. <p>Preferred Qualification</p> <ul style="list-style-type: none"> - Bachelor's/Master's Degree (Preference will be given to degrees in Social Work, Development Studies Humanities, or Management). - Previous experience in World Bank projects, State transformation women related projects and fields related to employment/jobs and entrepreneurship of women is preferred. - Minimum of 10 years of work experience. - Exceptional leadership skills and project management skills. - Retired Government Officials are encouraged to apply
2	<p>Data & Management Information Systems (MIS) Engineer (No. of Post - 1)</p> <p>Remuneration per month- Rs 1,00,000/</p>	<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> - Conceptualize, develop and manage a state-wide women's employment & safety platform across priority departments, private sector, think tanks, academic and technical institutions. - Develop and manage integrated digital MIS and develop monitoring and evaluation frameworks for tracking results - Use of new technologies to increase the uptake and efficiency of capacity-building, knowledge sharing, training and accountability of all project stakeholders. - Ensure the management of data integration from all priority department to inform program design, project activities and results frameworks. - Familiarity with various survey methodologies, data collection techniques and sampling methods and capable of identifying trends, patterns and challenges in data and propose actionable solutions. <p>Preferred Qualification</p> <ul style="list-style-type: none"> - B.E/ B.Tech or other PG degree in computer applications/ IT/ Data Science - Familiarity with qualitative and quantitative data analysis and project management tools and techniques.

		<ul style="list-style-type: none"> - Proficiency in using statistical tools such as SPSS, STATA, Excel, R, and Python preferred. - Minimum 8 years of experience in similar roles. - Retired Government Officials are encouraged to apply
3	<p>Senior Consultant (Finance) (No. of Post - 1)</p> <p>Remuneration per month- Rs 1,00,000/</p>	<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> - Identify financial and procurement needs and prepare a detailed plan with estimated cost and projections that aligns with project activities and timelines - Ensure adherence to government and world bank financial policies, guidelines, procedures and regulations. - Prepare Terms of Reference (TOR) for all financial related consulting services and procurement related activities by ensuring close coordination with WB team on Financial Management and Procurement packages <p>Preferred Qualification</p> <ul style="list-style-type: none"> - BCom/M.com/M.B.A (Finance) or other finance related degrees - Minimum 8 years of experience in similar roles. - Familiarity with government budgeting system, auditing, fund management and reporting. - Retired Government Officials are encouraged to apply - Applicant must have excellent written and oral communication and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel, Power Point etc. are essential.
4	<p>Administrative Officer (No. of Post - 1)</p> <p>Remuneration per month- Rs 30000/</p>	<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> - Draft project related documents and progress reports - Manages and coordinates all admin related tasks. - Familiarity with government systems <p>Preferred Qualification</p> <ul style="list-style-type: none"> - Bachelors/ Master's degree - Minimum 3 years of experience in similar roles. - Proficient in IT/computer skills/file keeping procedures - Applicant must have excellent written and oral communication in both Tamil and English and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel, Power Point etc. are essential. -
6	<p>Project Assistant (No. of Post - 1)</p> <p>Remuneration per month- Rs 20000</p>	<p>Assistant cum Data Entry Operator</p> <p>Roles and Responsibilities</p> <ul style="list-style-type: none"> - Proficient in Data Entry operations and MS Word/Excel and PowerPoint presentations - Assist in all projects related works <p>Preferred Qualification</p> <ul style="list-style-type: none"> - Any Degree - Minimum 2 years of experience in similar roles - Applicant must have excellent written and oral communication in both Tamil and English and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel, Power Point etc. are essential
7	<p>PC to Project Director (No. of Post - 1)</p> <p>Remuneration per</p>	<p>Roles and Responsibilities</p> <ul style="list-style-type: none"> - To assist the Project Director with all admin related tasks

	month- Rs 20000	- Applicant must have excellent written and oral communication in both Tamil and English and interpersonal skills, knowledge of computer applications such as MS Word, MS Excel, Power Point etc. are essential
8	Office Assistant (No. of Post - 2) Remuneration per month- Rs 15000	Roles and Responsibilities - To assist with office related tasks.

The applications received after 5.45 PM of 12.02.2024 will not be considered.

Sd/-xxxxx
Project Director