

Sardar Patel University of Police, Security and Criminal Justice, Jodhpur is established by an Act passed by State Legislature, Government of Rajasthan. Centre for Child Protection (CCP) of the Sardar Patel Police University, Government of Rajasthan was established with the mandate to be that coordinating link between different departments working for and with the children for creating and promoting just, protective and enabling environment for children, in partnership with the various child rights actors. For detailed information please visit our website – www.centreforchildprotection.org

There is an opening in the Centre for Child Protection. Centre requires one full time MIS officer for the following work: -

MIS officer: Supporting Management Information System of Child Welfare Committee (CWC)

Kindly check the ToR for your eligibility. This position is based at Jaipur & is full time. Selected person will be required to join immediately.

If you are interested in this opportunity, please email your application with CV and one-page note (not more than 500 words) about your suitability for the said position at ccp@policeuniversity.ac.in . The last date of application is 25th Jan, 2019. Shortlisted candidates will be informed by email / phone and if required may be called for interaction at Jaipur.

Terms of Reference

Consultant, MIS Officer: Supporting MIS of CWC Centre for Child Protection (CCP) - Sardar Patel University of Police, Jodhpur Government of Rajasthan

Background:

Sardar Patel University of Police, Security and Criminal Justice, Jodhpur is established by an Act passed by State Legislature, Government of Rajasthan. The Act mandates the University to focus on teaching and research in the field of Policing, Social Sciences, Criminal justice, Public Safety and Security and other related areas. This is a unique initiative in the above-mentioned field as this University is a blending ground for academia, practitioners and industry. We offer our students knowledge and insights relevant for their professional goals, opportunities and environment. We promise to bring best faculty and expertise in the relevant disciplines from across the globe. Vision of the university is to provide an interdisciplinary academic environment for learning and research through programs that includes perspectives for Social Sciences, Humanities, Science Technologies and Professional studies whereby students and professionals equip them with intellectual, professional and moral competencies for combating the emerging challenges to security, justice and public safety in free democratic and diverse society.

About Centre for Child Protection

The efforts for child protection in our country are in a nascent stage with poor understanding about the child protection issue among stakeholders. There is not a single child protection specialized agency in country that can lead on developing the capacity of government officials and civil societies working in the area of Child Protection. Currently there are no academic courses in any university and colleges across country that creates professionals with knowledge and expertise in child protection. None of the social science colleges and university teaches child protection as subject in any ways while child protection programming and its implementation would need huge number of professionals skilled in various aspects of child protection issues resulted into huge dearth of people with right set of knowledge, attitude and skills in the area of child protection. As per the estimate more than 8.2 million stakeholders at different level in country and 1.1 Million stakeholders in Rajasthan required training and support in addressing the child protection issues with efficient and effective manners. To reach to these stakeholders' state and district level highly trained and professional experts will be created by the specialized child protection institute through different kind of short and long terms courses and capacity building programmes on regular basis. This nodal institution will be responsible for addressing the technical and capacity development related need of the country and state.

Purpose of the Assignment

The purpose of this assignment is to support CWC Jaipur, in data management and its analysis, coordination with children homes, CCIs and other stakeholders for the maintenance

of web-based data system. Setup model MIS practice for keeping a track on data trends on Child Labour issue and Rehabilitation of Children in Need of Care and Protection.

Basic Objectives of the Internship Assignment:

1. Support the CWC in managing the data system.
2. Update the CWC regarding the status of data entry, status of data received at CWC and the trends.
3. Support the CWC members in development of user-friendly data entry formats for CCIs.
4. Support in strengthening the Management Informative System and verification of the received data.

Duty station

Office of CWC, Jaipur with travel to other locations (within Jaipur) as and when required.

Duration of Consultancy (MIS Officer)

11 months, from the date of joining and signing agreement. After this period extension will be based on the performance review by Director-CCP and continuity of project.

Supervisor

CWC Chairperson, Jaipur. In absence of CWC chairperson, designated person assigned by chairperson CWC.

Estimated cost of internship Consultancy

Consultant-MIS officer fees @ Rs.12,000 to 15000/- per month (including travel within Jaipur and communication expenses). The MIS officer will be expected to work 26 days per month as per specified working hours.

Qualification/preferred knowledge/experience required for the assignment as MIS officer:

- University degree in field related social sciences/data Management or excellent computer proficiency.
- Proven work experience as a MIS assistant/officer (at least 2 years).
- With prior experience in data entry, compilation, management, monitoring and analysis. data.
- Knowledge of computer applications like MS Excel, MS Word and MS PowerPoint are mandatory.
- Preference will be given to those having experience in data management and analysis. and in MS-Office (MS Excel, MS word, MS Power-point).
- Fluency in written Hindi and English languages.