

Advertisement for the Post of Senior Project Officer

Name of institution: Center for Early Childhood Education and Development, Ambedkar University Delhi.

Number of Positions: 1

Essential Qualifications: Masters in any Social Science Discipline.

Desirable: Child Development/Psychology/ Early Childhood or Elementary Education /Social Work

Experience: At least 4 years of relevant experience of managing and coordinating social sector projects and/or research studies.

Desirable: Experience in managing project social sector project budgets, coordinating with donor organization, coordinating team work. Strong communication and writing skills and working knowledge of project management tools would be preferred.

Salary: Consolidated amount of Rs.50000 to Rs.60000 per month depending on expertise and experience.

The detailed terms of reference for the position are enclosed as a separate document.

Interested candidates may apply for the position with a cover letter and detailed resume. The last date for application is 7th January, 2014. Please indicate the above name of the position in the subject and email to ceced.aud@gmail.com.

Terms of Reference for the position of Senior Project Officer

The selected candidate is expected to carry out the following activities:

1. Managing project grants, monitoring deliverables of projects, preparation and monitoring of budgets, project plans, etc.
2. Coordinate with Finance Consultant and AUD Finance and Administration to ensure time bound movement of files
3. Liaison with donor agencies periodically and respond timely to their requests
4. Preparation of project progress report, work plans, financial plans and other such relevant documents.
5. Coordinate and hold periodic review meetings with different project teams to take stock of progress in the project.
6. Facilitate recruitment, performance evaluation and various other processes related to human resource management.
7. Coordinate and lead projects and ensure timely delivery of deliverables
8. Develop proposals and budgets towards grant making
9. Any other task given by Director, CECED