



# Faculty of Social Work

The Maharaja Sayajirao University of Baroda  
Accredited Grade "A" by NAAC

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No. FSW/ 286

Date: 26/10/2021

## NOTIFICATION

There is a vacancy for staff purely on **Temporary** basis under the “**Saksham Pramaan- Targeted Interventions and Link Worker Scheme Evaluation for National AIDS Control Programme (NACP)**”, at Faculty of Social Work, The Maharaja Sayajirao University of Baroda, Vadodara.

The details of the posts, qualifications, salary etc are as under:

1	<b>Name of the Post</b>	<b>Regional Coordinator (RC)</b>
	<b>No. of Posts</b>	02
	<b>Location</b>	Vadodara- with extensive travel to other parts of Gujarat, Rajasthan, M.P, Chhattisgarh, Bihar, Jharkhand, Dadra and Nagar Haveli
	<b>Duration</b>	03 years
	<b>Salary</b>	50,000/- per month
	<b>Educational Qualifications</b>	Master Degree in Psychology/ Social Work/ Social Sciences/ Population Studies/Public Health/ Development Studies/ Family and Community Sciences and allied fields
	<b>Experience</b>	Minimum 2 years working experience in targeted interventions or any HIV prevention interventions or experience in the health sector in managerial capacity or research experience will be preferred
	<b>Essential</b>	<ul style="list-style-type: none"><li>• High level of commitment and integrity and ability to work independently</li><li>• Excellent co-ordination, organizational and administration skills</li><li>• Ability to strategize and implement the programme to get the expected outcome</li><li>• Knowledge of Targeted interventions</li></ul>

## Terms of Reference for the position of Regional Coordinator, Saksham Pramaan

The Regional coordinator will report to the Faculty-in-charge/Project Director

1. Coordinate with TI divisions of SACS under supervision of faculty in-charge
2. Identify and create a pool of evaluators for TI/ LWS evaluations
3. Conduct capacity building programmes for evaluators
4. Prepare a calendar of TI/ LWS evaluation in consultation with SACS
5. Supervise the TI evaluations
6. Collate data for all TI evaluations and present to faculty and respective SACS as a formal de-brief
7. Prepare reports for submission to TISS
8. Any other task assigned by faculty-in-charge in line with TISS and NACP requirements
9. Travel as per the programme requirement
10. Any other task assigned by the Senior Programme Manager, Saksham.

2	<b>Name of the Post</b>	<b>Finance and Admin Officer (RC)</b>
	<b>No. of Posts</b>	01
	<b>Location</b>	Vadodara
	<b>Duration</b>	03 years
	<b>Salary</b>	25,000/- per month
	<b>Educational Qualifications</b>	Degree in Finance, Accounting, or related field.
	<b>Experience</b>	A minimum of 2 years' experience in accounting and finance
	<b>Essential</b>	Candidate should have at least 2-4 years' experience in finance and admin and understanding of non-profit accounting; expertise in Excel and Tally ERP
	<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Well organized with good verbal, written and interpersonal skills</li><li>• Organize tasks, set priorities, meet deadlines and manage multiple tasks</li><li>• Respond appropriately to evaluation and changes in the work setting</li></ul>

## Terms of Reference for the position of Finance and Admin Manager, Saksham Pramaan

- Checking of Bills or Supporting Vouchers in support of expenses incurred for the project by staff and trainees
- Process payment of vendors, employees, etc and check all related supporting documents and papers.
- Prepare Progress Update report quarterly/bi-annually.
- Prepare Bank Reconciliation Statement on monthly basis.
- Deduct correct tax at source for any vendor payment.
- Prepare challan & deposit the tax deducted at source within the due date.
- Prepare TDS statement on a Monthly Basis for vendors and staff on regular basis.
- Prepare Comparative Statement, Check & finalize before issuing Purchase Order.
- Assist the Senior Finance & Admin Manager in preparation of Monthly reports & time to time.
- Prepare and share periodic reports to funding agency in prescribed format.
- Prepare Forecast and funding requirement on periodic basis for effective functioning.
- Assist funding agency in carrying out internal audit.

### **Job Requirements:**

The applications (**soft copy**) along with the bio data and copies of testimonials should be emailed to [saksham.pramaan-sw@msubaroda.ac.in](mailto:saksham.pramaan-sw@msubaroda.ac.in) latest by **10<sup>th</sup> of November 2021**. Attested hard copies must be presented at the time of interview/joining.

### **Date of Personal Interviews:**

Eligible candidates will be called for the Online/Offline Interviews and the same shall be communicated to them through a formal mail from the Faculty. Candidates will have to bring all original documents for verification at the time of interview/joining.

**No TA/DA will be provided to the candidates to appear for the interview.**

*Bhavna*  
Prof. (Dr.) Bhavna Mehta  
Principal Investigator  
Dean and Head



**Copy to: (With request to kindly put it on the notice board for wider circulation)**

1. Deans of the Faculties, Heads of the Institutions and Principals of Colleges of The Maharaja Sayajirao University of Baroda
2. The Registrar, The Maharaja Sayajirao University of Baroda
3. The Development Officer, The Maharaja Sayajirao University of Baroda
4. All sections of the The Maharaja Sayajirao University of Baroda
5. Officer Incharge, Employment Exchange Bureau, CASE Building, The Maharaja Sayajirao University of Baroda
6. The Librarian, Smt. Hansa Mehta Library, The Maharaja Sayajirao University of Baroda
7. The Sub-Regional Employment Officer, Employment Exchange, Narmada Bhavan, Vadodara
8. The System Analyst, Computer Centre, The Maharaja Sayajirao University of Baroda- with a request to upload the notification on University Website