



# Faculty of Social Work

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

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No. FSW/ 301

Date: 11/11/2021

## RE- 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.

<b>2</b>	<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.praamaan-sw@msubaroda.ac.in](mailto:saksham.praamaan-sw@msubaroda.ac.in) latest by **23<sup>rd</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.**

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