

Advertisement for different Positions at DPMU, Chandrapur

District Administration Chandrapur invites applications from eligible & qualified candidates for five positions at District Planning and Monitoring Unit (DPMU) that has been established at District Collector's Office in partnership with UNICEF-Maharashtra Office. Candidates are required to use the prescribed CV format given in the website, download and mail duly filled in CV format along with an updated CV to dpmu.chanda@gmail.com on or before 3rd February 2014. One candidate is allowed to submit application for any one position only. Details of the positions are given below separately. Go through the instructions, eligibility criteria carefully and submit the application as instructed.

1) Position: Coordinator-cum-Technical Specialist Planning, District Planning and Monitoring Unit

Employer: District Administration, Chandrapur
Nature of Employment: Contractual
Location: Chandrapur, Maharashtra

Background

The enactment of 73rd and 74th constitutional amendments has mandated the devolution of powers and responsibilities to the local self-governance institutions (Panchayati Raj Institutions in rural areas and municipal bodies such as municipal corporations, municipal councils or municipalities, etc. in urban areas) at district, sub-district and local level. A firm commitment for preparing integrated district plans in a decentralized manner under the 12th Five Year Plan document and the Planning Commission's Manual for Integrated District Planning has further laid down the systems and processes for this purpose. The 74th Constitutional Amendment has also mandated District Planning Committees (DPCs) as formal body for preparing and consolidating plans at the district level. At the district level, District Collector is the chairman of all the societies constituted for the review and implementation of the national flagships. However, s/he has various other responsibilities to shoulder upon, including law and order. It therefore becomes crucial that technical support is available to the District Collector, District Planning Committee and heads of departments in analyzing the different flagships so that they may take necessary actions to remove the identified bottlenecks and improve the implementation of the programmes at the district level. The Planning Commission guidelines on decentralized district planning also endorse this point of view and strongly recommend setting up a secretariat to support the District Planning Committees.

A District Planning and Monitoring Unit at its most basic level, provides these functions, serving as a fully dedicated secretariat and technical support to the District Planning Committee. While on its own a DPMU cannot address many of the underlying governance issues outlined above, it can be an essential component of a larger reform process. In July 2012, the District Administration in Chandrapur has (in partnership with UNICEF Mumbai) established a District Planning and Monitoring Unit which is located in the Planning section of District Collectorate.

District Administration Chandrapur invites applications from qualified candidates for the position of Coordinator-cum-Technical Specialist-Planning who will be based in the District Planning and Monitoring Unit. The selected candidate will be responsible for providing technical support to the District Collector, District Planning Officer and District Planning Committee in initiatives related to planning and management of development programming in the district. S/he will also work closely with the heads of various departments at district level for providing technical and professional assistance in assessing planning needs, building capacities of staff and implementing strategies related to decentralized district planning process as per the Planning Commission's Manual for Integrated District Planning (2009) and in line with the decentralization initiatives undertaken by the Government of Maharashtra, YASHADA and UNICEF Maharashtra Field Office. The selected candidate will also be responsible for the overall coordination of the DPMU, i.e. supervising the work of other consultants placed in DPMU, facilitating review by District Collector and establishing effective working relationships with other technical units in the district.

Major Tasks:

- Facilitate, in close consultation with all stakeholders that includes government and civil society partners, vision building and perspective planning exercises at various levels of governance.
- Prepare district profile and facilitate the process of developing a resource inventory for the district.
- Study the status of devolution (PESA & IRMA Methodology - modified to suit the requirements of the district - to be followed).
- Support District Administration in analyzing the gaps in programme implementation (includes aspects related to human resource, budget, programme management, monitoring, intra-district disparities, etc.)
- Provide assistance to DPMU in building capacity of district and block level government departments for facilitating the decentralized district planning process.
- Support DPMU in organizing a series of workshops to establish mechanisms required for the effective implementation of decentralization processes.
- Support District Collector in setting-up District and Block level Task Force (DLTF/ BLTF) comprising of representatives from all departments.
- Plan and facilitate the training and capacity building activities (facilitate the development of training modules wherever needed) for government officials on decentralized district planning approach.
- Build a body of evidence on themes around decentralized planning.

Qualification and Experience:

1. Bachelor's Degree in any discipline with a postgraduate degree in Planning / Management/ Development Studies/ Social Sciences/ Public policy.
2. Three years' experience in planning and implementation of developmental programmes, managing district level programming with expertise in data and program analysis, conducting training programmes/ capacity building activities for various stakeholders viz., government functionaries, NGOs and various community groups (CBOs), conducting training programmes/ capacity building activities for various stakeholders viz., government functionaries, NGOs and various community groups. Ability to develop partnerships, to negotiate and build consensus with government and civil society.
3. Qualified women candidates are strongly encouraged to apply. Young professionals with adequate background and exposure to the work requirements outlined above are also invited to apply.
4. Demonstrate understanding and knowledge of community based needs, particularly in relation to the most disadvantaged communities.
5. Good understanding of the development system/ process in Maharashtra with a particular emphasis on decentralization, community empowerment & participatory processes.
6. The person should have strong oral and written communication skills with proficiency in Marathi/ Hindi and English.
7. The person should have good communication, presentation and networking skills interacting with a wide range of partners.
8. Good documentation skills and competency in analytical and presentation skills are required.

Contract Duration and Appointment:

Initially the duration of the contract will be for 11 months. The consultant will be placed in Chandrapur and will be working from the District Collector's Office. The professional fee is Rs. 40,000 per month. Additional support costs for travel & others will be reimbursed as per actuals. Interested candidates may download prescribed application form as CV Format and email duly filled application format to dpmu.chanda@gmail.com along with a copy of updated CV on or before 3rd February 2014 (6 pm). Only short-listed candidates will be notified for interview.

2) Position: Technical Specialist Monitoring, District Planning and Monitoring Unit

Employer: District Administration, Chandrapur

Nature of Employment: Contractual

Location: Chandrapur, Maharashtra

Background

The enactment of 73rd and 74th constitutional amendments has mandated the devolution of powers and responsibilities to the local self-governance institutions (Panchayati Raj Institutions in rural areas and municipal bodies such as municipal corporations, municipal councils or municipalities, etc. in urban areas) at district, sub-district and local level. A firm commitment for preparing integrated district plans in a decentralized manner under the 12th Five Year Plan document and the Planning Commission's Manual for Integrated District Planning has further laid down the systems and processes for this purpose. The 74th Constitutional Amendment has also mandated District Planning Committees (DPCs) as formal body for preparing and consolidating plans at the district level. At the district level, District Collector is the chairman of all the societies constituted for the review and implementation of the national flagships. However, s/he has various other responsibilities to shoulder upon, including law and order. It therefore becomes crucial that technical support is available to the District Collector, District Planning Committee and heads of departments in analyzing the different flagships so that they may take necessary actions to remove the identified bottlenecks and improve the implementation of the programmes at the district level. The Planning Commission guidelines on decentralized district planning also endorse this point of view and strongly recommend setting up a secretariat to support the District Planning Committees.

A District Planning and Monitoring Unit at its most basic level, provides these functions, serving as a fully dedicated secretariat and technical support to the District Planning Committee. While on its own a DPMU cannot address many of the underlying governance issues outlined above, it can be an essential component of a larger reform process. In July 2012, the District Administration in Chandrapur has (in partnership with UNICEF Mumbai) established a District Planning and Monitoring Unit which is located in the Planning section of District Collectorate.

District Administration Chandrapur invites applications from qualified candidates for the position of Technical Specialist-Monitoring who will be based in the District Planning and Monitoring Unit. The selected candidate will provide specialist inputs and technical support to the District Collector, District Planning Officer and District Planning Committee. S/he will also work for providing technical and professional assistance to the district departments in analytical works of development programmes, strengthening of monitoring and implementation of monitoring process, assessing monitoring needs, review monitoring systems/ sectoral MIS building capacities of staff and implementing strategies related to decentralized district planning process as per the Planning Commission's Manual for Integrated District Planning (2009) and in line with decentralization initiatives by the Government of Maharashtra, YASHADA and UNICEF-Maharashtra Field Office, Mumbai.

Major Tasks:

- Collecting, analyzing and maintaining updated and appropriate database to meet the requirements of decentralized planning in the district.
- Analyze data emerging from the field processes and undertake comparative analysis to feed in the regular review system.
- Support district in reviewing and analyzing monthly MIS (involves streamlining MIS systems and undertaking periodic studies, surveys, monitoring and evaluation of development programmes) and thereby provide inputs to District Administration in programme review and planning.
- Support in developing and implementing a system of beneficiary tracking especially on issues related to development of children and women.

- Provide assistance to DPMU in building capacity of district and block level government departments for facilitating integrated management of data and concurrent monitoring.
- Facilitate GIS Mapping & Geo Referencing initiatives in the district.

Qualification and Experience:

1. Bachelor's Degree in any discipline with a postgraduate degree in Statistics/ Economics / Information Management/ Development Studies/ Social Sciences.
2. Two years' experience in monitoring & evaluation of developmental programmes, planning and analysis of developmental programmes, implementation of behavior change communication strategies and expertise in developing monitoring tools, conducting research studies etc. He/she should have experience of working with stakeholders' viz., government functionaries, NGOs and various community groups (CBOs), ability to develop partnerships, to negotiate and build consensus with government and civil society
3. Qualified women candidates are strongly encouraged to apply. Young professionals with adequate background and exposure to the work requirements outlined above are also invited to apply
4. He/she should have good understanding and knowledge of developmental programmes, monitoring tools and processes, community based needs, particularly in relation to monitoring of programmes by community groups.
5. The person should have strong oral and written communication skills with proficiency in Marathi/ Hindi and English. The person should have good communication and networking skills interacting with a wide range of partners. Good documentation skills and competent in analytical and presentation skills.
6. The candidate should be willing to extensively travel within the district.

Contract Duration and Appointment:

Initially the duration of the contract will be for 11 months. The consultant will be placed in Chandrapur and will be working from District Collector's office. The professional fee is Rs. 30,000 per month. Additional support costs for travel and others will be reimbursed as per actuals. Interested candidates may download prescribed application form as CV Format and email duly filled application format to dpmu.chanda@gmail.com on or before 3rd February, 2014 (6 pm). Only short-listed candidates will be notified for interview.

- Support district in capturing 'best practices' during program implementation and promote scale up through documentation and dissemination

Qualification and Experience:

1. Bachelor's Degree in any discipline with a postgraduate degree in Mass Communication/ Development Studies/ Social Sciences.
2. Two years' experience in implementation of behavior change communication strategies, training module development, providing technical inputs for improving training and expertise in developing appropriate participatory communication tools. He/she should have experience of working with stakeholders' viz., government functionaries, NGOs and various community groups(CBOs), ability to develop partnerships, to negotiate and build consensus with government and civil society
3. Qualified women candidates are strongly encouraged to apply. Young professionals with adequate background and exposure to the work requirements outlined above are also invited to apply
4. He/she should have good understanding and knowledge of developmental programmes, communication tools and processes, community based needs.
5. The person should have strong oral and written communication skills with proficiency in Marathi/Hindi and English. The person should have good communication and networking skills interacting with a wide range of partners. He/she should have good documentation skills, skills of a good trainer and competent in analytical and presentation skills.
6. The candidate should be willing to extensively travel within the district.

Contract Duration and Appointment:

Initially the duration of the contract will be for 11 months, but renewable on the basis of performance. The Consultant will be placed in Chandrapur and will be working from District Collector's Office. The professional fee is Rs.30,000 per month. Additional support costs for travel, communications, and contingencies will be reimbursed as per actuals. Interested candidates may download prescribed application form as CV Format and email duly filled application format to dpmu.chanda@gmail.com along with an updated CV on or before 3rd February 2014 (6 pm). Only short-listed candidates will be notified for interview.

4) Position: **Data Entry Operator, District Planning and Monitoring Unit**

Employer: District Administration, Chandrapur

Nature of Employment: Contractual

Location: Chandrapur, Maharashtra

Background

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District Administration Chandrapur invites applications from qualified candidates for the position of Data Entry Operator who will be based in the District Planning and Monitoring Unit. The selected candidate will be responsible for providing data entry/management/publication support to the District Collector, District Planning Officer and District Planning Committee in initiatives related to the works at the unit. S/he will work closely with the DPMU Coordinator and team in data entry, filtering, editing, updating, maintaining, storing and managing database/sheets to support activities/works at District Planning and Monitoring Unit.

Major Tasks:

- Receive data/ information from various sources/offices and entry into the data processing system for further/future use as required at DPMU.
- Prepare/work with database; enter, filter, edit, update, maintain, store and manage database/sheets to support activities/works at DPMU.
- Access files through internet, receive and send mails, download and upload data/files and support the activities at DPMU through such processes.
- Support DPMU consultants in data entry, analysis, report preparing, presentation works, page formatting and related publication works as required from time to time basing on their respective assignments.
- Maintain the computer systems & other electronic gadgets/devices installed in the DPMU and maintain relevant records.
- Provide assistance in other related official works/events/programmes as assigned by DPMU team/consultants.

- Take up other related activities as assigned by District Collector, CEO-Zilla Parishad & District Planning Officer/Nodal Officer for DPMU.

Qualification and Experience:

1. Bachelor's Degree in any discipline with a diploma in information technology/MSCIT.
2. Two years' experience in data entry, database management, data analysis & publication works preferably in government offices or for developmental organizations.
3. Have proficiency in handling MS Word, MS Excel, MS Powerpoint, database management and internet browsing works.
4. Ability to enter data both in Marathi and English language with good speed and minimum mistakes.
5. Qualified women candidates are strongly encouraged to apply.
6. Good understanding of the computer system and other electronic gadgets used at offices and their maintenance.
7. The person should have good written communication skills, good presentation skills with proficiency in Marathi language, Marathi typing and knowledge of functional English.

Contract Duration and Appointment:

Initially the duration of the contract will be for 11 months, but renewable on the basis of performance. The data entry operator will be engaged in DPMU, Chandrapur and will be working from District Collector's Office. The remuneration is Rs.7,000 per month. Interested candidates may download prescribed application form as CV Format and email duly filled application format along with an updated CV to dpmu.chanda@gmail.com on or before 3rd February 2014 (6 pm). Only short-listed candidates will be called for interview.

5) Position: Peon, District Planning and Monitoring Unit

Employer: District Administration, Chandrapur

Nature of Employment: Contractual

Location: Chandrapur, Maharashtra

Background

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District Administration Chandrapur invites applications from appropriate candidates for the position of Peon-cum Office Assistant who will be based in the District Planning and Monitoring Unit. The selected candidate will be working for office works at District Planning and Monitoring Unit located at District Collectorate. S/he will work closely with the DPMU Coordinator and team in providing need based assistance to activities/works at District Planning and Monitoring Unit.

Major Tasks:

- Provide support to DPMU Coordinator and team in official works as required to deliver their respective assignments.
- Receive, dispatch and distribute letters & documents for District Planning and Monitoring Unit.
- Maintain and look after files, records, electronic appliances, furniture and other appliances in the unit.
- Provide assistance in other related official works/events/programmes as assigned by DPMU Coordinator and team.
- Take up other official activities related to DPMU as assigned by District Collector, CEO-Zilla Parishad & District Planning Officer/Nodal Officer.

Qualification and Experience:

1. Minimum educational attainment should be ninth standard pass.
2. Experience in working for offices or organizations etc.

3. Have the ability to maintain dispatch register, stock register, tour register and such other files as required in an office.
4. Should have skills of speaking, reading and writing Marathi language with writing(copying) skill in English.

Contract Duration and Appointment:

Initially the duration of the contract will be for 11 months, but renewable on the basis of performance. The person will be engaged in DPMU, Chandrapur located at District Collector's Office. The remuneration is Rs. 5,000 per month. Interested candidates may download prescribed application form as CV Format and email duly filled application format along with an updated CV to dpmu.chanda@gmail.com or submit by post or in person (in close envelope) to District Planning Office, Administrative Building, Chandrapur on or before 3rd February 2014. Only short-listed candidates will be called for interview.

CV FORMAT

POST APPLIED :

1. PERSONAL DETAILS :

- **Full Name:**
- **Father/Husband's Name :**
- **Current Address for correspondence :**
- **Permanent Address :**
- **Date of Birth (dd/mm/yyyy) :**
- **Sex :**
- **Marital Status :**
- **Total Experience (in years) :**
- **Email ID :**
- **Phone Number:**

2. EDUCATIONAL QUALIFICATIONS:

Degree(s) or Diploma(s) obtained (starting from latest degree)	Board/University	Year	Division	Percentage of Marks

3. EMPLOYMENT RECORD/EXPERIENCE (starting from your current or last job)

DESIGNATION/ TITLE	DURATION	EMPLOYER	DESCRIPTION OF DUTIES	SALARY/PF (Per month)

4. ADDITIONAL PROFESSIONAL QUALIFICATION (IF ANY)

a.

b.

c.

5. IMPORTANT TRAININGS & WORKSHOPS (attended) :

a.

b.

c.

6. MEDALS/PRIZES/SPECIAL ACHIEVEMENTS (If any)

a.

b.

7. RESEARCH WORKS/ PROJECTS / PAPERS PUBLISHED :

a.

b.

8. SPECIAL ACHIEVEMENTS/CREATIVITY (With regard to the post applied) :

a.

b.

9. LANGUAGE PROFICIENCY: (1 - EXCELLENT; 5 - BASIC)

Language	Reading	Speaking	Writing
Marathi			
Hindi			
English			

10. REFERENCES (Maximum 3 References: Name, Designation, Office, Phone No.)

1.

2.

3.

11. CERTIFICATION:

I, the undersigned, do certify that information furnished in this sheet is true and correct to the best of my knowledge and belief. In case any of the information furnished is found not true/correct, my candidature is liable to be cancelled at any stage afterwards without any notice.

Date :

Signature