



सत्यमेव जयते

Government of West Bengal
Department of Women & Child Development and Social Welfare
Bikash Bhavan, North Block, 10th Floor, Salt Lake City, Kolkata-700091

No. 516 /WCD&SW/JS/18

Dated: 13/12/2018

From: Joint Secretary to the
Government of West Bengal.

To: The Director of Information,
Department of Information & Cultural Affairs,
Nabanna, 9th Floor,
325, Sarat Chatterjee Road, Howrah-711102.

Sub: Publishing of Notice for Engagement of one Senior Consultant- MIS, Planning & Coordination under State Nutrition Mission.

Sir,

In continuation of earlier letter vide No. 500/WCD&SW/JS/18 dated 16.11.2018, further applications are being invited for engagement of one Senior Consultant- MIS, Planning & Coordination by Women and Child Development & Social Welfare Department for implementing West Bengal State Nutrition Mission.

Applications for the position are invited from 14.12.2018 to 30.12.2018.

The soft copies of the Notice inviting applications and the Application Format are attached in the e-mail.

You are requested to arrange for publishing of the above said Notice inviting applications and the Application Format in the website 'Egiye Bangla' (wb.gov.in) immediately.

Yours faithfully,

Joint Secretary to the
Government of West Bengal

No. 516 /1(5)/WCD&SW/JS/18

Dated: 13/12/2018

Copy forwarded for information and necessary action to:

- 1) The Secretary, WCD & SW Department, Govt. of West Bengal.
- 2) The Director of ICDS & SNM, West Bengal.
- 3) Sri Bedanga Biswas, Deputy Secretary, WCD & SW Department; with the request to publish the Notice and Application Format in the website of our Department immediately.
- 4) The Joint Director (ICDS & SNM).
- 5) Ms. Farheen Khurshid, Nutrition Specialist, UNICEF.

Joint Secretary to the
Government of West Bengal

Pragati Development Consulting Services Limited (PDCSL) provides Human Resource support to various programs and operation in West Bengal. PDCSL invite applications **on behalf of DWCD&SW** from qualified candidates for the position of **Senior Consultant State Nutrition Mission: MIS, Planning & Coordination**. The total number of **Position is – 01 (One)**.

Background of the Position:

The state has obtained cabinet approval for setting up of the State Nutrition Mission, which will play a catalytic role in accelerating efforts directed towards reducing undernutrition amongst children by converging and collaborating with allied departments and ensuring effective and quality implementation of interventions contributing to nutrition results. The implementation unit of the mission will be responsible for providing technical support to the mission.

In this context, one position of Senior Consultant State Nutrition Mission: MIS, Planning & Coordination is required.

Purpose of the Position:

The key objective is to provide full time support for functioning of the implementation cell and support coordination with other line departments at the state level and support high burden districts in nutrition focused multi sector planning.

Duty Station: The Consultant will be based in State Nutrition Mission under the aegis of Department of Women and Child Development & Social Welfare (DWCD&SW), Kolkata.

Major Tasks to be accomplished:

- Provide techno managerial support & inter-departmental coordination support to the State Nutrition Mission.
- Support in monitoring the technical, financial and administrative aspects of the State Nutrition Mission.
- Support the Mission for organizing events including state Mission Authority Meeting and prepare minutes.
- Liaising with multiple stakeholders, different sectors, development partners through meetings, visits, responding to requests for information.
- Provide handholding support and guidance to Districts / concerned functionaries in preparation of Nutrition Action Plans and its implementation.
- Support in preparation administrative notes, guidelines, reports, presentations, information brochures, web site content on the programme.
- Support the development of operational guidelines of the State Nutrition Mission in consultation with Key departments & UN AGENCY.
- Preparation of planning guidelines for the Multi-sectoral Nutrition Action Plans.




13/12/18

- Orient and support the process of formulation, implementation and supervision of district and block level nutrition plans in prioritized districts.
- Operationalize a review mechanism by the state for districts.
- Any other duty as may be assigned by the authority of SNMS.

Qualifications and Experience Required:

- Post Graduate Degree in Statistics or Operation Research or Public Administration / MBA (Planning/Coordination) / Post Graduate Degree in any discipline with Post Graduate Diploma in Statistics or Operation Research or Public Administration.State Level experience in the field of Planning & Co-ordination work for at least 5 (Five) years.
- Experience of participatory planning.
- Proficiency in English and Bengali – oral and written. Good writing and presentation skills are essential. Knowledge of other languages will be an advantage.
- Knowledge of institutional arrangements and service delivery systems of different programmes.
- Project management and administration skills.
- Familiar with the monitoring systems in programmes of different Ministries.
- Excellent negotiation and advocacy skills.
- Ability to work in a multicultural environment.
- Good analytical skill and ability to meet deadlines.
- Proficiency in computers.

Age:35 to 50 years as on 01.01.2018.(Born between 02.01.1968 and 02.01.1983).

REMUNERTION: Will not be less then Rs. 80,000/- (Rupees Eighty Thousand Only) per month Plus other allowances as admissible by UNICEF.

Contract Duration and Appointment:

Contract duration up to **31st December 2018** and will be renewable on consideration of satisfactory service. Interested candidate may download prescribed application form as CV Format and email duly filled application format to biswajit.pathak@pdcs1.in.

Application is to be submitted on line from **14.12.2018 to 30.12.2018**. The last date for receiving application is **30.12.2018**.

Only short-listed candidates will receive acknowledgment. Verification of all Original Documents of the shortlisted candidates will be made at the time of interview.




PHOTOGRAPH

CURRICULUM VITAE

Post Applied For:

1. TITLE (MR., MRS., MISS, MS., DR.)

2. FAMILY NAME / SURNAME:

3. FIRST NAME:

4. EDUCATIONAL QUALIFICATIONS:

Institution	Degree(s) or Diploma(s) obtained	Year	Division

5. PROFESSIONAL QUALIFICATIONS:

-
-

6. TRAININGS / WORKSHOP:

-
-

7. MEMBERSHIP OF PROFESSIONAL BODIES:

-
-

8. MEDALS AND ACCOLADES

-
-

9. SCHOLARSHIPS:

-

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10. PUBLICATIONS / PAPERS PRESENTED:

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11. OTHER SKILLS / ACCOMPLISHMENTS:

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12. EMPLOYMENT RECORD

TOTAL EXPERIENCE: _____

Duration	Company	Designation	RESPONSIBILITIES HANDLED

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

Language	Reading	Speaking	Writing
English			
Bengali			

14. Salary / professional fee

Current Salary/ professional fee:

15. PERSONAL DETAILS

Present Address:

Permanent Address:

Email Id:

Phone (with area code):

Mobile:

Date of birth:

Nationality:

Marital Status:

16. ANY OTHER RELEVANT INFORMATION

17. REFERENCES (PROVIDE MINIMUM THREE REFERENCES)

SI #	Name of the Person	Designation	Organisation	Phone No	E-Mail ID
01					
02					
03					
04					
05					

18. CERTIFICATION:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience.

Put Scan Signature

Day/Month/Year

FULL NAME