



## Job Description: Program Officer – Institutional Care, Rajasthan

CSJ is looking for a competent Program Coordinator to undertake a variety of program coordination tasks for a project on holistic rehabilitation for children under institutional care in Rajasthan. You will help in organizing programs and activities as well as carry out important operational duties.

The goal will be to facilitate the effective management of programs according to CSJ's needs and standards.

### **About CSJ**

CSJ serves to provide healing and ensure justice for people and communities that are impacted by gender-based harm and other forms of violence.

In April 2012, CSJ began operations in Delhi, India in response to high levels of child sexual abuse. Since inception, CSJ has provided direct legal and psychosocial support to more than 220 children during criminal proceedings in Delhi trial courts. While our lawyers make sure that the child gets justice in court and fair victim compensation, our social workers holistically work with children and their families by providing them emotional, mental, educational, financial, rehabilitative and other forms of support.

### **About the Project**

This project on *Holistic rehabilitation for children under institutional care in Rajasthan* will be implemented between 1 January 2022 and 31 December 2022 across all 33 districts of Rajasthan.

Towards the aim of supporting children's rehabilitation, the Juvenile Justice Act, 2015 requires ensuring care, protection of children, and supporting them with rehabilitation and social re-integration while in the CCIs and post-release. In harmony with these provisions, this project encompasses providing quality institutional care to children in CCIs and providing restorative processes to improve children's rehabilitation and social reintegration.

The project will encompass all Child Care Institutions (CCIs) including those for Children in Conflict with Law and Children in Need of Care and Protection.



**Job Status:** *Full Time, Monday to Friday, 9:30 am – 6:00 pm*

**Job Title:** Program Officer

**Salary:** Remuneration for this position will be commensurate with competitive industry standards and relevant work experience.

### **Responsibilities**

- Coordinate with a team of technical resource persons responsible for implementing activities.
- Support planning and coordination of the various components of the program and its activities
- Help build relationships within the team and external parties
- Work to keep programs on schedule
- Coordinate to schedule and organize trainings/ meetings/events and maintain agenda
- Ensure technology is used correctly for all operations (video conferencing, presentations etc.)
- Collate and compile all daily/ weekly/ monthly documentation handed over by field teams
- Working on case management
- Ensure documentation is made properly
- Keep updated records and create reports
- Implement monitoring and evaluation practices
- Report to the Program Manager on all activities

### **Requirements**

- 3-5 years' experience of working in the child protection sector and understanding of child rights and laws in India
- Degree in social work/psychology or other relevant fields
- Proven experience as program coordinator or relevant position
- Knowledge and experience of monitoring and evaluation tools
- Knowledge of program management and development procedures
- Knowledge of reporting
- Comfortable working in Child Care Institutions including with Children in Conflict with the Law
- Demonstrated commitment to vulnerable sections of society



- Proficient in MS Office
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills in English and Hindi
- Detail-oriented and efficient
- Women from underrepresented and marginalised communities are encouraged to apply.

### **Location**

Based in Rajasthan; ideally Jaipur.

### **How to Apply**

- Please make sure you have gone through the job description in detail and fit the requirements.
- Interested and suitable candidates to apply by sending their CV and a Statement of Interest to [engage@csjindia.org](mailto:engage@csjindia.org) with "Application for Program Officer" in the subject line.

Candidates are encouraged to **apply latest by January 15, 2022.**

For any questions or clarifications, please write to us at [engage@csjindia.org](mailto:engage@csjindia.org)