



# DEPARTMENT OF HOME SCIENCE

UNIVERSITY OF RAJASTHAN  
JAIPUR- 302004

Ref. No. DHS/ 19 | 6478

Dated: 12.9.19

## Short-term Advertisement

Applications are invited for the following posts for duration of four months in Rajasthan State Centre of Excellence for Nutrition Established at Department of Home Science, University of Rajasthan, Jaipur supported by UNICEF Rajasthan Field Office. Applications on plain paper along with relevant degrees and certificates as a proof of your basic qualifications and experience must reach to the Head, Department of Home Science, University of Rajasthan, Jaipur latest by 4 p.m. on 19 September, 2019 by hand/post. You can email your application along with desired certificates of proves to [muktahsc@gmail.com](mailto:muktahsc@gmail.com). Please ensure to mention post applied for on the envelope (in case of post) or write clearly or underline the post you have applied for in mail.

### 1. SCOE PROJECT ASSOCIATE

- Required Positions: -1
- Tenure- ~~Four~~ and a half months (Three and a half months)
- Consolidated Consultancy Fee - Rs. 45000 + Mobility support per month

#### Essential qualifications

- Post graduate or above preferably in Nutrition or Development Communication or Human Development and family and having administrative experience in similar capacity.

#### Desirable:

- Ph. D in Home Science or relevant subjects

#### Work experience:

- Work Experience of working in similar capacity in a project.
- Experience of Monitoring and supervision of developmental projects

#### Roles and responsibilities:

- She will be stationed at State headquarter
- Liaisoning between SCOE, UNICEF, ICDS and other Government Departments.
- Organization of meetings and workshops at the State as well as district the level.
- Visit selected District and/or others as per the need to provide support to District .

### 2. DISTRICT FACILITATOR: (For Sirohi and Dholpur Districts)

- Required Positions: -2
- Tenure- ~~Four~~ and a half months (Three and a half months)
- Consolidated Consultancy Fee - Rs. 30000 + Mobility support per month

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Mukta Agrawal  
12/9/19

Head  
Department of Home Science  
University of Rajasthan  
JAIPUR

N Singh

### Essential qualifications

- Post graduate or above preferably in Nutrition or Development Communication or Human Development and family. Candidates having experience of working in field in the area of nutrition will be given preference.

### Desirable:

- Candidates having experience of working in field in the area of nutrition will be given preference.

### Roles and responsibilities

- She will be stationed at the District for minimum of 15 days and at the headquarters as the need arises.
- To insure adherence of quality parameters as per standards set by GOI and State Centre of Excellence for Nutrition, Department of Home Science.
- Support the staff in providing supportive supervision
- Collation of quality data and timely reports from the District.

### 3. MIS COORDINATOR AND DATA ANALYST:

- Required Positions: -2
- Tenure- ~~Three~~ and a half months (Three and a half months)
- Consolidated Consultancy Fee - Rs. 75000/ per month

### Essential qualifications:

- Full time post graduate degree in Statistics/ Economics/Demography/ Computer Engineering/development studies from UGC recognized institute /university.

### Work experience:

- Minimum 1 year experience after post graduate degree in development of MIS systems.
- Minimum 1 year in monitoring & evaluation for community based nutrition program.
- Minimum 1 year of working experience with government partners.
- Knowledge/familiarity with the national flagship programs (NHM, ICDS and others) and experience of working with Government, UN agencies, or international organizations will be an added advantage.
- Expertise in development of data collection tools like ODK and knowledge of servers like ONA & KOBO Collect.
- Experience of using statistical packages like SAS, SPSS, Devinfo, epinfo, MATLAB etc. Base SAS certification is preferred.
- Experience & high degree of competency in using Windows-based computer programs.
- Thorough knowledge of monitoring & evaluation, data dissemination techniques, generation of reports & documentation.
- Thorough knowledge of monitoring indicators of community based nutrition programs.
- Excellent oral and written communication skill in Hindi and English.

Mukta Agrawal  
12/9/19

Head  
G. Department of Home Science  
University of Rajasthan

N Singh

**Roles and responsibilities:**

- Developing efficient database architecture / design / development for storing data.
- To develop survey forms/data collection tools using ODK and servers like ONA & KOBO Collect.
- To develop indicators/templates for report/dash boards/score-cards as per requirement of the department.
- To examine data for inconsistencies and follow-up with the states for rectifying the errors,
- To prepare M&E methodology for effective utilization of data available on MIS.
- To compile monthly/quarterly reports based on data analysis using statistical tools for providing to different stakeholders,
- To identify gaps and suggest solutions for improving existing MIS application,
- To prepare action plan after analysis of field data.
- To provide training to State & District level officials on various aspects of MIS including data reporting formats, reports and utilization of data.
- To develop indicators, related targets, sampling procedures for supplementing M&E process of implementing partners and other stakeholders,
- To liaison with District & State officials, development & technology partners and other stakeholders,
- Facilitate technical support to field level functionaries in terms of rectify software related issues on day to day basis.
- To travel within Rajasthan district as required by the department.
- Any other work assigned by the senior officers of the department

*Mukta Agrawal*  
12/9/19  
Coordinator

State Centre of Excellence for Nutrition

*N Singh*  
Co- Coordinator

State Centre of Excellence for Nutrition

*Mukta Agrawal*  
12/9/19  
Head

Department of Home Science  
Head

P.G. Department of Home Science  
University of Rajasthan  
JAIPUR