



Government of Jammu & Kashmir
Office of The CCDU (Communication & Capacity Development Unit)
WSSO, Department of PHE/I&FC

Jammu Office:- House No. 541 Sector-4 Channi Himmat Jammu-180015, Office No.0191-2465288
Kashmir Office: House No. 21, Pine Enclave Bagi Sanatnagar, Srinagar-190005 Office No.0194-2432053
Web site: www.ccdujkstate.org, E-mail Id:-ccdujkstate@gmail.com

CCDU/No./2018-19/134 Dated: 15-05-2018

Applications are invited for the post of HRD Specialist and IEC Specialist for hiring of contractual staff for the State Communication & Capacity Development Unit under Water & Sanitation Support Organization, Department of PHE/I&FC. Application on plain paper along with required documents are to be submitted in the office of the CCDU, Jammu Office: House No. 541, Sector-4 Channi Himmat, Jammu 180015 or CCDU Srinagar Office: House No. 21, Pine Enclave Bagi Sanatnagar, Srinagar 190005 and reach this office by or before **28-05-2018 till 3:00 PM.**

S. No	Position & Job Responsibility	Requisite Qualifications	Remuneration	Requisite Experience
1.	<u>HRD Specialist</u> 1. Identify training needs and develop suitable training modules for RWS, SBM and School Sanitation. 2. Prepare Annual Capacity Building Plan for the State and guide the districts in preparing their plans. 3. Analyze progress reports sent by district on HRD Programmes for review. 4. Record and update all fund releases to States/Districts. 5. Follow up with Districts for regular monthly/quarterly/annual online reporting. 6. Visit Districts to monitor implementation as and when directed. 7. Prepare & analyse quarterly progress reports for discussion and review with District and Block level functionaries. 8. Undertake any other assignment as directed by Director/Chairman WSSO.	MBA in HRM One Post Only	Rs. 30,000/-	1. The applicant shall have at least 3 years' experience in conducting Trainings/Human Resource Development related to Rural & Community Development or Similar field. 2. Knowledge for participating methods and their applications will be an advantage. 3. Preference for candidates with experience in Rural Water Supply and Rural Sanitation Programme. 4. Knowledge, ability to use computer; MS office including graphics is essential. 5. Should have excellent written and oral communication skills. 6. Should be updated on development issues, social policies and the ability to liaison with different Government Departments, Resource Institute, NGOs Individual experts. 7. Ability to work with various partners; establish good working relationships; ability to analyse, negotiate will be additional advantage.



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2	<p>IEC Specialists</p> <ol style="list-style-type: none">1. All matters related to IEC activities under the Rural Water Supply and Sanitation Programme.2. Develop guidelines, guidance manuals and technical notes on programme communications for all the programmes under RWSS Sector.3. Preparation of Annual IEC plan for the State and guide the districts to prepare their own plans.4. Coordinate dissemination of available IEC materials for Water & Sanitation to all districts and blocks.5. Documentation of success stories/best practices/institutional arrangement etc.6. Assist in organization review meetings, Seminar, Workshops, on Communication for Sanitation/Hygiene education; prepare base papers and final report.7. To advice District implementing agencies on IEC aspects of RWS &SBM implementation; (demand creation/IEC hygiene promotion, school sanitation & hygiene, technical options, alternative delivery systems, self-help groups, micro-financing for water & Sanitation).8. Prepare quarterly progress reports for discussions and review with districts and block functionaries.	PG in Mass Communication One Post Only	Rs. 30,000/-	<ol style="list-style-type: none">1. The applicant shall have at least 3 years' experience in the field of communication for Rural Water Supply & Sanitation/Community Health.2. Good Knowledge & experience of the rural water supply & sanitation programmes, PRI systems and NGO network.3. Experience in Communications Strategy development, implementation and impact assessment of IEC intervention.4. Knowledge, ability to use Computer, MS-office including graphics is essential.5. Excellent written and oral communication skills.6. Ability to work independently without any secretariat support.7. Should be updated on development issues, social policies, and have the ability to liaison with various departments, institutions, NGOs and experts.8. Ability to establish good working relationships, analysis, negotiable will be additional advantages.
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Terms and conditions:

- The hiring is purely on contractual basis upto 31st March 2019 which will be renewable on year to year based on the performance. In case of unsatisfactory performance, CCDU shall have the right to terminate the contract of hiring without assigning any reason.
- The contractual hiring shall no confer any right on the appointment to claim extension or for regular selection at any time.
- The consolidated honorarium per month is inclusive of all allowances and monetary benefits.
- Remuneration for first one month shall be retained as security and shall be paid only after successful completion of one year contractual term. In case of breach of contract before its completion, one month remuneration will be forfeited for which you shall have no claim what so ever.
- The candidate shall have to give two months' notice before leaving the contractual services.
- The candidate will be required to tour extensively within entire State and occasionally outside State and shall be entitled to daily allowance as per J&K CSR of Class 4th Category.
- The Candidate shall have to join his duties within 7 days from the date of issue of appointment letter along with all requisite testimonials failing which his/her engagement shall automatically be treated as cancelled.

The application should be attached with the attested copies of the following testimonials:

1. Essential Qualification Certificate and Marks Certificate.
2. Relevant Post-Graduation Certificate and Marks Certificate.
3. Relevant Experience Certificate from Competent Authority
4. Matriculation Certificate.
5. State Subject Certificate.
6. Experience Certificate if any.

Sd/-
Executive Director
CCDU Deptt. of PHE, I&FC
J&K State