

Terms of Reference: MIS Coordinator (Legal), DSW, Govt. of Assam

Background:

Department of Social Welfare, Govt. of Assam implements XX scheme and programme covering the following target populations:

- a) Children
- b) Women
- c) Disabled
- d) Elderly

Given the impact of Social Welfare department of both extensive, in terms of population and funding it covers, as well as very sensitive since the department deals with issues of social justice and empowerment of the most marginalized and vulnerable population, there are a number of legal issues and challenges that the Department confronts on a daily basis.

Some of the issues and challenges faced by the Department for which a dedicated position of 'Legal Coordination' is conceptualized with support from UNICEF are as follows:

- a) Most of the scheme of social welfare department have a strong legal dimension and there is often a requirement for interpreting the relevant laws, policies and status to effectively implement the scheme or programme by the department;
- b) The department deals with a considerable number of litigations and PILs, which consumes a significant amount of staff time of all core functionaries of the department. The volume of such legal work demands a dedicated Coordinator with thorough knowledge of both legal statutes and skills in drafting responses in close coordination with the concerned official/ Cell in DSW Assam;
- c) The department also require the technical and management skill of the Legal Coordinator to have an effective oversight of all matters wherein the department need to initiate legal proceeding within its mandate.
- d) Manage the timely response to all RTI queries received by the Department.
- e) Ant other matter that may be assigned by Director Social Welfare.

In the light of above objectives, Department of Social Welfare, Govt. Of Assam seeks to appoint a Legal Coordinator with the following minimum qualifications and experiences.

- a) Bachelor in Law;
- b) At least 5 years of experience with direct involvement in court proceedings as well as drafting and solicitation.
- c) Ability to read, speak and write English, Hindi and Assamese;
- d) Fully proficient in MS Office(Word, Excel, PPT etc) and internet based applications;
- e) Background of work experience in social welfare issues will be an asset.

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| Salary | : | Rs.35,000 per month. |
| TA/DA | : | As per Govt. norms/UNICEF norms as the case may be. |
| Nature of Contract | : | Contract to be sustained as for UNICEF support. |