



# Faculty of Social Work

The Maharaja Sayajirao University of Baroda  
Accredited Grade "A" by NAAC

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No. FSW/ 380

Date: 25/01/2022

## NOTIFICATION

There is a vacancy for staff purely on **Temporary** basis under the “**Saksham Pravaah**” Project , at Faculty of Social Work, The Maharaja Sayajirao University of Baroda, Vadodara. The details of the posts, qualifications, salary etc are as under:

1	<b>Name of the Post</b>	<b>Capacity Building Coordinator (CBC)</b>
	<b>No. of Posts</b>	02
	<b>Location</b>	Vadodara- with extensive travel to parts of Bihar, Chhattisgarh, Diu, Daman, Dadra and Nagar Haveli, Gujarat, Jharkhand, Rajasthan and Madhya Pradesh
	<b>Duration</b>	03 years
	<b>Salary</b>	60,000/- per month
	<b>Educational Qualifications</b>	Master's degree in psychology/Master in Health Administration/ Social Work/ Social Sciences/ Population Studies/Public Health/ Development Studies/ Family and Community Sciences and allied fields
	<b>Experience</b>	5 years work experience in the area of capacity building for TB/ HIV preferred
	<b>Essential</b>	<ul style="list-style-type: none"><li>• Willingness to undertake extensive travel at a Regional level.</li><li>• Proficiency in counselling aspects.</li><li>• High level of commitment and integrity and ability to work independently</li><li>• Excellent co-ordination, organizational, documentation and administration skills</li><li>• Ability to strategize and implement the programme to get the expected outcome</li></ul>

**Terms of Reference for the position of Capacity Building Coordinator, Saksham Pravaah**

The Capacity Building Coordinator will report to the Faculty-in-charge/Project Director

- Develop a regional pool of Master Trainers.
- Identify Regional Master Trainers.
- Plan and undertake Training of Trainers for the identified pool of Master Trainers.
- Linking the Master Trainers with the State Training and Demonstration Units (STDC) in the region.
- Coordinate and liaison with the STDC and Master Trainers for facilitating state wise NTEP staff Training.
- Adhering to project deliverables and timelines.
- Undertaking all reporting and documentation as per project requirements.
- Regular co-ordination and reporting with Saksham Head Quarters.
- Any other task assigned by the Faculty – In- charge.

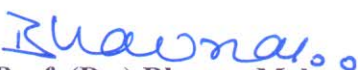
**Job Requirements:**

The applications (**soft copy**) along with the bio data and copies of educational qualifications should be emailed to [saksham.pravaah-sw@msubaroda.ac.in](mailto:saksham.pravaah-sw@msubaroda.ac.in) latest by **10<sup>th</sup> February 2022**. The subject line must include “**Application for the Post of Capacity Building Coordinator**”. Attested hard copies must be presented at the time of interview/joining. No incomplete applications will be accepted.

**Date of Personal Interviews:**

Eligible candidates will be called for the Online/Offline Interviews and the same shall be communicated to them through a formal mail from the Faculty. Candidates will have to bring all original documents for verification at the time of interview/joining.

**No TA/DA will be provided to the candidates to appear for the interview.**

  
Prof. (Dr.) Bhavna Mehta  
Principal Investigator  
Dean and Head



**Copy to: (With request to kindly put it on the notice board for wider circulation)**

1. Deans of the Faculties, Heads of the Institutions and Principals of Colleges of The Maharaja Sayajirao University of Baroda
2. The Registrar, The Maharaja Sayajirao University of Baroda
3. The Development Officer, The Maharaja Sayajirao University of Baroda
4. All sections of the The Maharaja Sayajirao University of Baroda
5. Officer Incharge, Employment Exchange Bureau, CASE Building, The Maharaja Sayajirao University of Baroda
6. The Librarian, Smt. Hansa Mehta Library, The Maharaja Sayajirao University of Baroda
7. The Sub-Regional Employment Officer, Employment Exchange, Narmada Bhavan, Vadodara
8. The System Analyst, Computer Centre, The Maharaja Sayajirao University of Baroda- with a request to upload the notification on University Website