



JOB DESCRIPTION – Project Officer

Number of Positions: 1

Job Title: Project Officer

Project Name: Help Desk of Resource Cell for Juvenile Justice.

Report to: The Director

Location: Pune, Maharashtra.

Contract Duration: 12 Months (Extendable based on performance and project requirement)

About the Organization:

Resource Cell for Juvenile Justice (RCJJ) is a Field Action Project (FAP) of the Centre for Criminology and Justice (CCJ), School of Social Work (SSW), TISS. It works on issues related to child rights and juvenile justice within the larger theme of "Access to Justice for Children," with a special focus on Children in Conflict with the Law (CCL). For more details, please visit <https://tiss.edu/view/11/projects/all-projects/resource-cell-for-juvenile-justice/>

What you will be doing:

- Running helpdesk
- Would be responsible for the day to day functioning of the Help Desk.
- Provide support, information and guidance to the juveniles, parents/guardians and other stakeholders seeking information on the workings of the juvenile justice system.
- Provide reference support to the juveniles and parents/guardians on legal and other social support needed for rehabilitation purposes.
- Provide need-based support to children for rehabilitation (Education / Vocation / De-addiction/After Care/Any other)
- Conduct Home Visits, prepare and submit social investigation reports, Individual Care Plans
- Conduct group sessions for children in and out of institutional settings.
- Assist in organizing workshops, training, and advocacy events
- Network with multiple stakeholders and Service Delivery Systems
- Follow up of Cases.
- Write reports and maintain records to the requirements of the agency. updating of statistic, G Drive every month).
- Assist in preparing project proposals, annual reports, quarterly reports, and research papers on various topics as per the organizational need.
- Maintain communication with Project Manager and Project Head
- Advocacy and Policy level work.
- Prepare project proposals, annual report, quarterly reports, and research papers on various topics as per the organizational need
- Taking new initiatives and involving the team in implementation
- Any other responsibilities assigned by the organization.

Your Profile

- Postgraduate in Social Work.
- Strong organizational and communication skills, with the ability to handle sensitive information discreetly.
- Proficiency in reading and writing Marathi, Hindi, and English is essential.
- Willingness to travel within the district and outside when required
- Computer knowledge including Microsoft Word, Excel, PowerPoint and Canva
- Ability to manage multiple concurrent priorities and work under pressure
- Ability to reflect, learn, and improve and experience in using feedback processes for learning
- Manage accounts.

What we offer:

In addition to a monthly salary of Rs. 40,000/-,

- Actual field travel and communication expenses.
- Health insurance
- Opportunity to take part in comprehensive training to enhance personal/professional growth and development.

How to Apply:

Send your updated CV along with two references and a Statement of Purpose to rc4juvenilejustice@gmail.com before the 8th of June, 2024.

Due to the anticipated volume of applications, we will only be able to contact those candidates who are being shortlisted for the recruitment process.