



N.A.A.C. Re-accredited with CGPA  
of 3.53 on four point scale at  
Grade 'A' 3rd Cycle (2015)

# College of Social Work (Autonomous)

Nirmala Niketan Institute

Affiliated to the University of Mumbai

## PROJECT VACANCY

No: Project 2025/1

Date of Issue: 24<sup>th</sup> February 2025

Project Title: Saksham SSR

About the Project: Saksham is supported by the Global Fund for AIDS, TB and Malaria and is led by Ministry of Health and Family Welfare, Govt of India. Tata Institute of Social Sciences is the Sub Recipient of the Grant. Nirmala Niketan College of Social Work is Sub-Sub Recipient for 2024-2027. Applications are invited for the following positions at Saksham SSR on contract basis for two years:

POSITION	QUALIFICATION
Regional Coordinator (1 position for Maharashtra; and 1 position for Karnatak and Goa together)	<ul style="list-style-type: none"><li>PG Degree in any Social Sciences or Management disciplines</li><li>5+ Years of experience in management of large scale multi state projects in a quick changing and dynamic environment</li><li>Skills required for the role includes scheduling multiple activities, onboarding of consultants, negotiation with key officers, monitoring, evaluation, &amp; timebound report writing</li><li>Proficiency in Canva, Advance Excel and Dashboard Preparation in a Project Management Software</li><li>A person who applies for the coordinator position for Maharashtra should be able to read, write and talk fluency in Marathi; and the person who applies for the coordinator position for Karnataka and Goa should be able to read, write and talk fluency in Kannada and Konkani</li></ul>
Finance Officer	<ul style="list-style-type: none"><li>B.Com with Tally and five + years OR M.Com with Tally and three + years of comprehensive experience from bookkeeping, preparing statements to handling audits with reputed firms.</li><li>Experience in handling projects involving Expenditure Advance Transfer (EAT) module of PFMS, and CNA procedure</li><li>Experience in handling HR, Procurement and Travel facilitation functions</li><li>Proficiency in MS Word, Excel, Power point &amp; Canva</li></ul>

These positions require flexibility with respect to time and travel to different states of India. Openness to learn and take feedback from supervisor/s and stakeholders is essential in these roles. Only candidates who are willing to do so may send their application via softcopy of their **CV and cover letter** by **4<sup>th</sup> March 2025** to **cswnnprincipal@gmail.com** with cc to **roncswnn01@gmail.com**

Dr. Lidwin Dias  
Principal Investigator



Dr. Ronald Yesudhas  
Co-Principal Investigator