

Annexure -I

List of staff to be recruited at the District level and the selection criteria .

Staff to be recruited for the Specialized Adoption Agency (SAA) -DEVARAKONDA.

| Sl. No: | Name of the Position | Job Description /Responsibilities | Type of recruitment | No. of positions available | Eligibility- Criteria | Age Specification |
|---------|------------------------------------|--|---------------------|----------------------------|--|--|
| 1 | Manager/ Coordinator – SAA. | <p>The Manager/ Coordinator of the SAA would ensure effective functioning of the SAA as per the CARA guidelines and ensure that child protection programmes for children under 6 years of age are implemented effectively. Coordinate with the local CWC. Regularly report to the ACA and SARA at the State Level.</p> <p>Periodically report about the progress of the children in the SAA to the Child Welfare Committee and DCPU.</p> <p>Supervise the sponsorship & foster programme through regular monitoring of the progress as per the child’s individual care plan and send periodic reports to the DCPS and CWC. Prepare individual child care plans the care options for children in the SAA.</p> <p>S/he shall be responsible for ensuring effective institutional /residential care services at the district level for the children placed in the SAA and all records are well maintained and updated as per CARA guidelines.</p> | Contractual | 1 | <p><u>EDUCATION QUALIFICATIONS & EXPERIENCE:</u></p> <p>(a) Should have a Post graduate in, Social Work (MSW) / Masters Degree in Psychology, M.Sc Home Science (child development) from recognized university.</p> <p>(b) Should have at least 3 years experience and knowledge of working on women/child protection issues including 1 year of overseeing institutions that provide residential care and support to children. Experience of working on adoptions issues will be an added advantage.</p> <p>(c) Should have good rapport with the NGOs who run children’s homes/ govt. departments in the district who are working on women and child related issues.</p> <p>(d) Should have demonstrable Commitment to women and child concerns and communication skills both written & oral and ability to pursue the matters with all concerned.</p> <p>(e) Ability to work on a computer and capable is using MS-Office package (MSWord and Excel) and also capable of using the internet.</p> | 25 to 35 years (For SC,ST,BC 40Years) |

| | | | | | | |
|---|----------------------|---|-------------|---|---|--|
| 2 | Social Worker | The Social Workers will be responsible for coordinating field level activities with regard to adoption issues all well as the taking care of the ECE in the SAA, in the District. The Social worker shall report to the Manager/Coordinator of the SAA. | Contractual | 1 | <p>EDUCATION QUALIFICATIONS & EXPERIENCE:</p> <p>(a) Should have a Bachelors/Post graduate in Social Work/ PG Diploma in Psychology/ Early Childhood Care and Development, from recognized university</p> <p>(b) Should have at least 2 years experience and knowledge of working on women/child protection issues including 1 years of working with children. Experience of working with WD&CW Dept...or an NGO on adoption issues will be an added advantage.</p> <p>(c) Should have good rapport with the NGOs/ Police / Govt. Departments in the district who are working with children in conflict with law.</p> <p>(d) Should have demonstrable Commitment to women and child concerns. Should have written & oral communication skills (ability to write and speak fluently English and Telugu).</p> <p>(e) Ability to work on a computer and capable is using MS-Office package (MSWord and Excel) and also capable of using the internet.</p> | 25 to 35 years (For SC,ST,BC 40Years) |
|---|----------------------|---|-------------|---|---|--|