

Sardar Patel University of Police, Security and Criminal Justice, Jodhpur is established by an Act passed by State Legislature, Government of Rajasthan. Centre for Child Protection (CCP) of the Sardar Patel Police University, Government of Rajasthan was established with the mandate to be that coordinating link between different departments working for and with the children for creating and promoting just, protective and enabling environment for children, in partnership with the various child rights actors. For detailed information please visit our website – [www.centreforchildprotection.org](http://www.centreforchildprotection.org)

There is an opening for the position of Consultant- Administration & Finance in the Centre for Child Protection. Centre requires one full time consultant for the following work: -

- 1. Consultant- Accountant cum Administration:** This position is based at Jaipur & is full time. This is an urgent opening; person who can join immediately can apply for this job position.

Interested candidates need to send their email at [ccp@policeuniversity.ac.in](mailto:ccp@policeuniversity.ac.in) with an application, CV mentioning past experience relevant to the said position. The last date of application is 05<sup>th</sup> November, 2018. Shortlisted candidates will be informed by email / phone and may be called for interaction at Jaipur around 10<sup>th</sup> November, 2018.

## **Terms of Reference**

**Consultant- Accountant cum Administration.**

**Centre for Child Protection-Sardar Patel University of Police, Security & criminal Justice,  
Government of Rajasthan**

### **Background:**

Sardar Patel University of Police, Security and Criminal Justice, Jodhpur is established by an Act passed by State Legislature, Government of Rajasthan. The Act mandates the University to focus on teaching and research in the field of Police, Social Sciences, Criminal justice, Public Safety and Security and other related areas. This will be a unique initiative in the above-mentioned field as this University will be a blending ground for academia, practitioners and industry. We offer our students knowledge and insights relevant for their professional goals, opportunities and environment. We promise to bring best faculty and expertise in the relevant disciplines from across the globe. Vision of the university is to provide an interdisciplinary academic environment for learning and research through programs that includes perspectives for Social Sciences, Humanities, Science & Technologies and Professional studies whereby students and professionals equip them with intellectual, professional and moral competencies for combating the emerging challenges to security, justice and public safety in free democratic and diverse society.

### **About Centre for Child Protection**

The efforts for child protection in our country are in a nascent stage with poor understanding about the child protection issue among stakeholders. There are few child protection specialized agencies exist in country that can lead on building the capacity of government officials and civil societies working in the area of Child Protection. Currently there are limited academic courses in any university and colleges across country that creates professionals with knowledge and expertise in child protection. Fewer social science colleges and university teaches child protection as subject in any ways while child protection programming and its implementation would need huge number of professionals skilled in various aspects of child protection issues resulted into huge dearth of people with right set of knowledge, attitude and skills in the area of child protection. As per the estimate more than 8.2 million stakeholders at different level in country and 1.1 Million stakeholders in Rajasthan required training and support in addressing the child protection issues with efficient and effective manners. To reach to these stakeholders' state and district level highly trained and professional experts will be created by the specialized child protection institute through different kind of short and long terms courses and capacity building programme on regular basis. This nodal institution will be responsible for addressing the technical and capacity building related need of the country and state.

### **Purpose of the assignment**

The person will be responsible for the implementation of the finance and accounting policy/procedure as per the University (SPUP), s/he will check voucher of all expenses and verify them, timely preparation of reports and accounting details and sending the same to Director, CCP.

#### **Basic objectives of the Assignment:**

1. **Record-keeping:** Responsible for maintaining office filing and recordkeeping systems; processes forms such as expenditure claims, employee time-sheets, deposit forms, courier distribution logs, mandated cost reports, purchase requisitions and online supply orders; maintains databases, records, confidential files and other related information for Centre needs.
2. **Document Preparation:** Documenting various programs carried out by Centre for Child Protection i.e. prepare letters, Note-sheets, memos, Vouchers and agendas, leave applications, complete filing and forms, requisitions and other documents; submits print requests; proofreads assignments for accuracy and completeness.
3. **Staff Support:** Looking after all the admin and account arrangements of CCP, Liaison with banks, coordinates the meeting arrangements by assisting the team, payments of vendors, maintenance of files and records and assure its confidentiality, receive and distribute the faxes and e-mails, maintains inventory of office supplies and orders as necessary, operates standard office procedures, ensure safety of equipment and records, manage guests and visitors, ensure the internal notice board is up to date with information, booking arrangements for program related travel and fooding, prepare all registers as per suggested by SPUP and the Director, support the procedures and systems of cooperation, assist the Centre for Child Protection team in organizing consultations, workshops and prepare workshop financial report.
4. **Any other assignment as decided by Director, CCP.**

#### **Duty station**

Office of Centre for Child Protection, Jaipur with travel to another district as and when required.

#### **Duration of consultancy**

03 months, from the date of signing of agreement. After this period, extension will be based on the performance review by Director-CCP and availability of resources for running of programme.

**Supervisor**

Director, Centre for Child Protection, Sardar Patel University of Police, GoR or any person nominated by Director, CCP.

**Official travel involved: (itinerary and duration)**

Travel to villages, blocks, districts in the state, and other venues as and when required up to 4-6 days per month.

**Estimated cost of consultancy**

Consultant fess @ Rs 1000 per day x 22 days in a month (Including communication, DSA and travel). For outstation travel on duty, travel & DSA allowance will be given as per norms of SPUP Satellite Centre.

**Qualification or specialized knowledge/experience required for the assignment:**

1. Post Graduate in Commerce/ Business Management with specialization in Accountancy/ Finance and minimum one-year experience of working in the area of accounts and Administration.
2. Experience in accounting package (Tally ERP 9-latest version) and in MS-Office will be preferred.