

**DEVELOPMENT EDUCATION SERVICE [DEEDS]
MANGALORE-KARNATAKA
PARA LEGAL FACILITATOR TRAINING PROJECT-2020-22
STAFF REQUIREMENT**

S L	POSITION	POST	QUALIFICATION	EXPERIENCE	SKILL/EXPERIENCE REQUIRED	SALARY
1	MIS SPECIALIST	1	PG in Journalism/ MBA in Media Management	2-3 years working experience in any firm as MIS, Documentation, Reporting, Assisting Research Studies	Hold over English and Kannada language, Reporting in English & Kannada, Computer Basic skills, MS office, MS Access, data collection, data codification, Baseline data Management, Data Analysis, Process Documentation, Media Management and Social Media Management.	INR 20,000 PM
2	ADVOCACY OFFICER	1	PG in Social Work OR Graduation in Law	2-3 years working experience as PRO/advocacy in GO/NGO projects or firms	Building public relation with NGOs, Government Departments and Corporate, working with Paralegal network, Work extensively with legal service authorities, women and child department both at the state and district level to make the services available to the marginalised.	INR 20,000 PM
3	FINANCE MANAGER	1	PG in finance/ M com	5 years' experience in working with NGO project/CSR units	Organizational finance management, prepare budget, budget variance, statements like trial balance and other statements at regular intervals, involves maintaining financial transactions, preparing financial reports, financial compliances, project costing in fund raising . Legal Compliances of NGO(Society, IT, FCRA, Donor Agencies), Fund raising plans	INR 18,000 PM
4	LEGAL EXPERT	1	Graduation in Law	2-3 years' experience as practicing lawyer, handling cases	Coordinating and facilitating women legal cases, filing-attending women cases and monitoring the cases. Counseling victims of violence and support women to act.	INR 20,000 PM
5	OFFICE SECRETARY	1	Graduation in any discipline	2-3 years' experience in any firm with the knowledge of office management and public relations	Hold over English and Kannada language, correspondence, managing-monitoring office work plan, reporting , travel and logistics arrangements, Reporting & Translation	INR 15,000 PM
6	OFFICE CASHIER	1	Graduation in any discipline	2-3 years' experience in any firm with handling cash	cash and bank management, assisting to finance manager, purchase day to day office requirements, maintaining asset register, library and equipment's.	INR 12,000 PM

Note:

- The appointment will be for a period of three years on contract basis, salaries are negotiable on the basis experience and performance with benefits of EPF and medical insurance.
- All posts are placed in Mangalore-Dakshina Kannada- Karnataka-India.
- **The Posts indicated in Serial Number 3, 4, 5, 6 only for women candidates.**
- The project districts are Uttar Kannada, Dharwad, Bellary and Bagalkot. Applying candidate must have willingness to travel to the present project districts and previous project districts during the training, data collection, Evaluation, Conventions and follow-up activities.
- Interested Candidates may kindly send their application with CV to Deeds email id deeds82@rediffmail.com, for further details please refer www.deedsmangaluru.in
- Short listed candidates will receive questionnaire to respond and requested to revert the same. Received responses in time will be called for interview.