



Rehabilitation Empowerment Welfare And Resources Development Society (REWARD)

Invitation to apply for the following openings (on Contractual Basis) for Tamil Nadu Urban Habitat Development Board (TNUHDB)

REWARD Society seeks applications from committed professionals for the following positions to work under Block level/District Level/State Level for TNUHDB

SL. No	Name of the Position / Qualification	No. of Vacancies	Location
1	Manager - Any Master's Degree with at least 5 years of working experience of handling at least 15-20 field staff. Candidates with prior working experience in TNUHDB will be preferred.	4	At all the Circle offices of TNUHDB across Tamil Nadu
2	Coordinator - Master's Degree in Social Work (M.S.W) / M.A (Sociology) with at least 3 years of working with the community. Candidates with prior working experience in TNUHDB will be preferred.	3	At all the Circle offices of TNUHDB across Tamil Nadu
3	Community Participant Assistant - Master's Degree in Social Work (M.S.W) / M.A (Sociology) with at least 1 year of working in the community or any Degree with 3 years of working experience as Animator. Candidates with prior working experience in TNUHDB will be preferred.	30	At all the Division offices of TNUHDB across Tamil Nadu
4	Computer Assistant - Any bachelor degree with computer skill in MS Word/Excel/Power point, etc.	1	TNUHDB-HO, Chennai
	Total	38	

How to Apply : Interested candidates can get the details at <https://tnuhdb.tn.gov.in> & www.rewardsvipm.org. For any further query, you can mail us to rewardsvipm@gmail.com. The applications must be submitted online only at rewardsvipm@gmail.com and the portal will be open from 02.12.2024 to 16.12.2024.

Empanelled Agency: REWARD SOCIETY

Attachment: Roles and Responsibility

For REWARD SOCIETY


Secretary



ROLES AND RESPONSIBILITIES

1. Manager

- Coordinating with the Community Participant Assistants and the Coordinators at the Division levels;
- Collection of data and reports and Consolidation of all data at Circle level;
- Preparation and submission of consolidated reports and coordinating with the staff / Chief Community Development Officer, Project Monitoring Unit (PMU) at the Board Head office
- Any other work assigned by the Chief Community Development Officer, Executive Engineer, Project Monitoring Unit (PMU), TNUHDB, Head Office, Chennai.

2. Coordinator:

- Coordination with Community Participant Assistants (CPA), Consolidation of the data received and Preparation of reports;
- Submission of reports to the Head Office, TNUHDB on a regular basis;
- Supporting and linking ongoing Government schemes to support the livelihood programs;
- Linking the resources for skill development of the beneficiaries;
- Developing training program and training calendar and implement the same with CPAs;
- Organizing of sharing of experiences once in a month / 3 months at division level with stakeholders;
- Reviewing the progress every month and submit a report to the Manager, Executive Engineer and Chief Community Development Officers and
- Tracking the effectiveness of the field based GRM system and preparing the consolidated reports to submit to the concerned Divisions / the Head Office, TNUHDB, Chennai.

3. Community Participant Assistant (CPA):

- Identifying & mapping the beneficiaries for livelihood programs;
- Mapping the skills of the beneficiaries;
- Mobilization of beneficiaries for skill trainings to improve livelihood;
- Information dissemination on the Bye-laws & Roles and Responsibilities of members and Residents' Welfare Association (RWA);

For REWARD SOCIETY


Secretary



- Motivating the families to become members of RWA;
- Motivating the members to participate in monthly meetings;
- Motivating the members to contribute to the Operation & Maintenance (O & M) cost;
- Motivating the elected RWA representatives to collect the O & M cost;
- Coordinating with the field staff for implementation of activities and
- Consolidating the complaints received through Grievances Redressal Mechanism (GRM) register.

4. Computer Assistant

- To create and maintain files of PMU.
- E-mail correspondence, typing reports, drafts, office notes, etc.
- In preparing PPT presentations, if any, required for meetings.
- Any official tasks related to PMU assigned by the Manager / CCDO, PMU, Executive Engineer, TNUHDB.

For REWARD SOCIETY


Secretary