

S.P.D.C.GPLA1/330/2022

Date 29.01.2024

**Special Projects Department
Amma Maligai, Ripon Building Complex
Greater Chennai Corporation, Chennai 600003**

The prescribed qualification, experience, remuneration and roles and responsibility of consultant to be appointed in the Gender and Policy Lab under the Chennai City Partnership Project between Government of Tamil Nadu and World Bank, funded by Nirbhaya fund

Name of the Position : Communication, Consultation and Training Subject Matter Expert

Parameter	Description
Name of the position	Communication, Consultation and Training Subject Matter Expert
Reports to	Superintending Engineer, Special Projects Department
Tenure	1 year on contractual basis extendable based on performance
Educational Qualifications	Master's in Communication or equivalent.
Total no of years of Experience	3-6 years of work experience
Details of experience	<ul style="list-style-type: none">• Experience in creating communication and consultation plans, training plans, conducting training to bring about behavioral changes relating to gender issues• Experience in using media tools for designing, photoshop, video editing, etc., preferred• Experience of working on government projects• Liaising with various officials, stakeholders, and citizen groups• Highly creative and capable of putting together dynamic communication campaigns, outreach strategies, etc

	<ul style="list-style-type: none"> • Fluency in Tamil • Should have been a member of Gender project committees at the national or state level
Job Description	<ul style="list-style-type: none"> • Conduct training needs analysis and arrive at gaps for building capacity and awareness, for the government officials involved in planning, transport and education and other sectors identified. • Create community development plans for building capacity and raising awareness. • Conduct 'train the trainer' program for the agency hired to carry out mass level training. • Conduct the training for the key government officials as required. • Build partnerships with CSOs/NGOs for furthering the agenda. • Develop consultation approach including through social media. • Work along with the creative agency hired to build communication plans for the awareness campaigns envisaged. • Engage in capacity building with cities
Remuneration	Rs 73,000/- per month (All inclusive)
Last date of submission of application	<p>15th February ,2024.</p> <p>Applications to be submitted along with copies of certificates to office of</p> <p>Superintending Engineer Special Projects Department 5th Floor, D Wing, Amma Maligai Ripon Building Complex, Chennai 600003</p> <p>Applications via email to be sent to sespecialprojects@gmail.com with copy to chennaigenderlab@gmail.com</p>
Selection process	<ol style="list-style-type: none"> 1. Submission of application form with copies of certificates on or before 15th February 5.30 PM 2. Screening of candidates based on scrutiny of application form 3. Candidates who qualify in the screening process will be asked to submit an essay on a topic specified by Greater Chennai Corporation 4. Shortlisted candidates based on application screening and performance in the essay writing will be invited for the final interview at the Greater Chennai Corporation

