

## RECRUITMENT FOR COMMUNITY DEVELOPMENT WING

### EMPLOYMENT APPLICATION

#### Greater Chennai Corporation

Ripon Building,  
Buildings Department,  
5<sup>th</sup> Floor Amma Maligai,  
Chennai- 600003

PHOTO

#### PERSONAL INFORMATION

NAME	DATE OF BIRTH (mm/dd/yyyy)	POSITION APPLYING
ADDRESS (Number, Street, City, State Zip Code)		
TELEPHONE (Home)	TELEPHONE (Mobile)	EMAIL ADDRESS

#### EDUCATION

Level	University Name	Period (Year)		Degree
		From	To	

#### WORK EXPERIENCE

Company / Location	Date (Year)		Position	Reason for Leaving
	From	To		

#### MAJOR SKILLS

-	-	-
-	-	-

SIGNATURE

DATE

**GREATER CHENNAI CORPORATION**

**NOTICE FOR NEW RECRUITMENT**

The requirement of the CCDO, CDO and Policy expert to maintain the Shelter for urban homeless under the Buildings Department.

Role	Responsibilities	Qualifications	Salary per month
Chief Community Development Officer (CCDO) - 1	Overall management of the project with the Head Quarters. Coordinate the CD Wing Team located in the Head Quarters and the Regions. Oversee the shelter operations and outreach activities. Conduct needs assessments, mapping, and site coordination for shelter-related work and other community development activities. Ensure inter-departmental convergence for effective programme implementation. Monitor community development/shelter work operations to ensure minimum standards, safety, and grievance redressal. Facilitates annual third-party quality audits and surveys for strengthening the programme. Facilitate monthly review meetings with the CD Wing team members.	Master's degree in Social Work, Humanities, or relevant equivalent fields. Minimum 10–15 years of experience in housing/shelter development, safety audit, or social audit work. Proven experience in programme management, inter-departmental coordination, and NGO management. Experience in State/Central Government preferred.	INR 80,000

	<p>Oversee outreach, mobilisation, and emergency response for homeless populations. Implement seasonal action plans and submit periodic reports to officials. Conduct duties in consultation with monitoring committee</p>		
<p>Policy Expert (Monitoring Committee) - 1</p>	<p>Monitor shelter/community development programs to ensure alignment with gender and policy-related objectives.</p> <p>Ensure compliance with relevant gender mandates, frameworks, and guidelines. Provide advisory inputs and strategies with external stakeholders on program planning, implementation, and reporting</p> <p>Prepare reports and policy briefs on program activities and implementation</p>	<p>Master's degree in Public Policy, Urban Planning, Development Studies, Gender Studies, or relevant equivalent fields</p> <p>Minimum six years of experience in urban planning and policy advisory roles.</p> <p>Experience in shelter/community development work will be preferred</p> <p>Proven expertise in working with government institutions and civil society.</p> <p>Work experience in State/Central Government will be preferred.</p>	<p>INR 75,000</p>
<p>Community Development Officers (CDO) (Regional Level) - 1</p>	<p>Support implementation, day-to-day functioning, and monitoring of the shelters.</p> <p>Coordinate with region/zone/ward officials, and line departments.</p> <p>Coordinate with NGOs and</p>	<p>Master's degree in Social Work, Humanities, or relevant equivalent fields.</p> <p>Minimum 5-7 years of experience in</p>	<p>INR 45,000</p>

	<p>shelter staffs. To specially look at the rehabilitation plans of the shelter residents and strengthen it. Conduct field surveys and facilitate identification and mobilization of homeless populations. Facilitate access to health services, identity documents, social security schemes, and livelihoods. Facilitate emergency, rescue, and seasonal response activities. Support grievance redressal and community engagement at the local level. Conduct duties in consultation with monitoring committee.</p>	<p>housing/shelter development work. Experience in field coordination, monitoring, and reporting. Familiarity with urban welfare schemes and community-based work. Experience in State/Central Government preferred.</p>	
<p><b>Interested candidate are requested to submit their application form to the E -mail address mentioned below:</b></p>			
Last Date & Time of submission new recruitment of shelter for urban homeless		On or before 23rd February 2026 till 5.00 PM.	
E-mail ID		<a href="mailto:eebuildingsho@gmail.com">eebuildingsho@gmail.com</a>	
Any clarification please contact		City Level Coordinator 044-25303849.	