



ગુજરાત કેન્દ્રીય વિશ્વવિદ્યાલય
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No. 25 of 2009)

Prof. Sony Kunjappan, M.S.W (TISS, Mumbai); PhD (Law and Governance, JNU)

Professor & Head

Department of Studies in Social Management

School of Social Sciences

International Students' Advisor

Central University of Gujarat

Position: Program Coordinator

Location: CUG, Vadodara, Gujarat

Reporting to: PI & Co-PIs of PMPY and Centre in-Charge, Centre of Behavioural Public Policy, Central University of Gujarat

Section 1 | Purpose of the Role

We are looking for an individual with a strong background in social policy, public policy, family strengthening, development, welfare program evaluation, governance and writing.

Those already pursuing PhD are requested NOT to apply for the same, as it involves full time engagement.

Desirable: Experience in child protection field, Public Policy, Development Sector.

The role involves contributing to the generation of evidence and enhancing the visibility of programmatic interventions undertaken by the organization. The role holder will play a pivotal part in supporting the organization's initiatives, publications, and evidence-based content creation, working under the supervision and guidance of the Advocacy Research and Training team.

Accountability: The role reports to PI, & Co-PIs of PMPY and the Centre in-Charge, Centre of Behavioural Public Policy, Central University of Gujarat.

Section 2 | Key Responsibilities

About the Project:

The position supports the implementation of a PMPY documentation project and establishment of Centre for Studies in Behavioural Public Policy CUG, which is aimed at documenting the situation and experiences of children supported under the Palak Mata Pita Yojana (PMPY) in Gujarat

Key Responsibilities:

1. Mapping and Documentation

- Support and supervise the overall documentation of situation and experiences of PMPY beneficiaries in the form of interviews with children, youth, caregivers, and key stakeholders (e.g., teachers, district officials, NGOs).
- Oversee and guide on documentation of detailed written records of interactions with children, caregivers, and other stakeholders, across various domains

Kundhela, Vadodara - 391107

E-mail: sony@cug.ac.in / sonycug@gmail.com, Website: www.cug.ac.in



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including demographic profiles, health, nutrition, education, and the psychosocial well-being of beneficiaries etc.

- Ensure confidentiality and ethical documentation while handling sensitive information.
- Support and ensure in MIS updates and real-time tracking of beneficiary information.

2. Case Study Documentation and Translation:

- Assist and guide in preparing detailed case studies by capturing the experiences, perspectives and challenges of beneficiaries and stakeholders.
- Collaborate with technical experts to ensure accurate and culturally sensitive documentation.
- Oversee and support in translation of responses received from the field interactions

3. Stakeholder Engagement:

- Facilitate coordination with district officials, NGOs, and community members to support field activities.
- Assist and guide the team in building rapport with beneficiaries and their families to ensure their participation in interviews and discussions.
- Assist in logistical planning for field visits, workshops, and stakeholder consultations.
- Work closely with program teams to align documentation efforts with advocacy and research goals.
- Support in organising state-level consultations with different stakeholders.

4. Capacity Building and Training:

- Participate in training sessions for collection of narratives and responses and detailed case study documentation.
- Maintain ethical standards and uphold child protection principles during interactions with vulnerable populations.
- Support in organising state-level consultations with different stakeholders.
- Coordinate with the teams for technical meetings

5. Data Analysis and Reporting:

- Support in compiling, organizing, and analyzing qualitative data to identify trends and insights.
- Contribute to drafting progress reports, final report and project deliverables.
- Ensure Publication of practices and findings
- Draft proposals for the Centre for Studies in Behavioural Public Policy at GUC

6. Operational Support:

- Coordinate field visits and maintain regular communication with the project team.
- Support logistical planning for data collection and stakeholder meetings.
- Ensure overall coordination of the Centre of Behavioural Public Policy

7. Financial Management



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Section 2 | Key Responsibilities

- Budget Tracking & Reporting – Ensure accurate documentation of financial expenditures related to project activities, maintain records of funds utilization, and assist in preparing financial reports as per requirements.
- Compliance & Financial Accountability – Support adherence to financial guidelines, maintain transparency in financial transactions, and collaborate with the finance team to ensure compliance with audit and reporting standards.

Qualifications and Skills:

- Education: Master's degree in any field of Social Sciences, Public Policy, Sociology, Political Science, Social Work, Psychology, or a related field.
- Experience:
 - Minimum 3 years of experience in social work, research, or field documentation, preferably in public policy or development projects.
 - Prior experience in conducting interviews or case studies is an advantage.
 - Prior experience in coordinating work is preferred
- Skills:
 - Strong communication and interpersonal skills, particularly with vulnerable populations.
 - Proficiency in English (Spoken and Written), and knowledge of Hindi and Gujarati are desirable.
 - Basic skills in qualitative data analysis and report writing.
 - Familiarity with family-based care models, child welfare schemes, or government programs is preferred.
- Other Requirements:
 - Willingness to travel extensively to across Gujarat.
 - Strong ethical commitment to child protection and confidentiality.

Work Conditions:

- This is a full-time, field-based role in Vadodara, Gujarat.
- The role may require flexible working hours to accommodate field schedules.
- Duration is for **11 months and Gross Rs 45,000/- per month.**



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Application Process:

Interested candidates can send their **CV and a cover letter** to pmpycug@gmail.com with the subject line: *Application* – Program Coordinator, CUG, Vadodara, Gujarat.

Last Date of submission of Application -23rd February 2025.