

**OFFICE OF THE DEPUTY COMMISSIONER OF POLICE: SPECIAL POLICE UNIT FOR  
WOMEN AND CHILDREN: BARRACK NO. 1 PTS COMPLEX, MALVIYA NAGAR: NEW  
DELHI - 110017**

**Detailed advertisement and Terms of Reference for 4 positions of Capacity Support Officers for Social Service Units (provision of social services to survivors of violence at divisional and sub-divisional level), within Delhi Police Department**

The Ministry of Home Affairs (Government of India) and Department of Police, Delhi, have undertaken an initiative of providing social services to survivors of violence, by placing 60 trained social workers located in the Police system at the divisional and sub-divisional levels, with a clear understanding that violence against women & children is a crime and it is the responsibility of the State to prevent and counter the same. These Social Service Units will provide women, children and elderly with the first response in terms of sensitive support that women, children & elderly persons require. They will then be referred to/linked with the appropriate established system as per the nature of violence faced by them. For the purpose of maintaining quality of the service, Delhi would be divided into four regions preferably having an equal division of districts and sub-divisions. To ensure daily monitoring, supervision, co-ordination and capacity support (on-ground support and trainings) of the Social Workers, the 4 Capacity Support Officers (hereafter CSO) would be appointed, 1 per region. SPUWAC H.Q., Delhi Police, hereby issues this advertisement for the 4 positions of Regional Capacity Support Officers to supervise the work of social workers engage at divisional & sub-divisional level.

**POSITION- A**

**Job Title: Capacity Support Officer**  
**Duration:** 2years (Based on Performance)  
**Nature of Job:** Contractual

**Honorarium:** Rs. 40,000 per month  
**Number of Positions:** 4

**Eligibility Criteria**

**Educational Qualification and Experience:**

**Essential: Postgraduate degree in Social Work/Psychology/Counselling with four years work experience in the area of crisis intervention in the social development sector**

- **Gender:** Female
- **Age:** 25 to 40 years
- **Language:** Verbal and written fluency in Hindi and English
- **Computer Skills:** Proficiency in computer usage (MS- Word, Excel, PowerPoint & SPSS/ any other data analysis software).

**1. . Location and terms of service:**

These positions are full-time and based in the districts of Delhi, at offices of Range DCP/ ACP as required. The selected CSOs will be contractually employed by Delhi Police. Once appointed, the CSO will be expected to reside in Delhi for the duration of their appointment and deputation for full-time work in functional offices of Delhi Police. Renewal of contract will be based on annual performance appraisal. Once appointed, the CSO will be expected to work six days a week, eight hours a day, on the timings assigned to her by the in-charge of the DCP/ACP Office she is located at, with a 30-minute lunch break included therein. The CSO will report to/be supervised by respective DCP/ACP in-charge of respective Police Office, and DCP (CAW Cell/SPUWAC).

## **2. Job description:**

- Supporting the social worker/ counselor in dealing with cases of women, children and elderly that come to the Social Service Unit
- Fortnightly visits to the Social Service Centre to seek updates, provide inputs and address issues of intervention being encountered by the Social Worker/Counsellor (Initial Visits may be more frequent)
- Organize case conferences at the regional level once in a month to facilitate capacity building through a process of cross learning
- Developing, seeking and collating monitoring formats and reports.
- Analyzing and presenting the data at end of the first year of the Project. Enabling ongoing qualitative and quantitative analysis of the data and supporting in publication of reports/papers on the above analysis. Dissemination of the data in different public fora
- Creating awareness about the Social Service Unit along with social workers
- Coordinating refresher training once in six months in two batches for the social workers/counselors for two days
- Participate in Bi-Monthly meeting of Regional CBOs and Mentor Organizations
- Collating and developing resource material (resource directory of referral agencies, IEC/BCC material, audio-visual material specifically on the issue of violence against women and children). Support in development of a short film on the concept of the Social Service Unit
- Analysis of the existing Counselling Aids such as audio-visual material (flip books, drawing books, etc.) and Bridging the gap through development of the same
- Undertaking policy review and advocacy based on the emerging data with the support of the Technical Support Agency.
- Identification of potential areas of collaboration with stakeholders along with the social worker
- Evolving differential strategies for sensitization based upon the stakeholder accessibility and specific/individual relevance along with the Technical Support Agencies
- Dissemination of project outputs for strengthening collaborative interventions

3.. The Special Police Unit for Women and Children, Delhi Police reserve the right to accept or reject in part or in full any or all the responses to this advertisement without assigning any reasons whatsoever.

**4. Selection process including interview will be conducted on 28-29.07.2017 at office premises of Special Police Unit for Women & Children Headquarter (Delhi Police), Malviya Nagar, New Delhi-110017. Registrations will begin at 9.30 a.m. and go on till 1pm, on both days. Please carry a printed and filled copy of the annexed Personal history form and also original/copy of your Masters/ MA/MSW degree certificates, with you.**

**Note: It should be ensure that travel or accommodation related with interview attendance will not be reimbursed.**