

No. WD/IC-18012/4/2016-WD/IC-Part(1) (e-25696)

भारत सरकार
Government of India
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development

1st Floor, Jeevan Vihar Building
Janpath, New Delhi
Dated 9th September, 2022

VACANCY CIRCULAR

Subject: Inviting applications for engagement as Consultant (G20) from amongst officers retired from Central Government Ministries/ Departments- reg.

Ministry of Women & Child Development proposes to engage the services of 1 (one) retired officer from Central Government to render service as G20 Consultant against a vacant post of Under Secretary. Officers due for retirement in the month of September, 2022 may also apply.

2. Eligibility conditions, period of engagement and scope of work are as under:

Eligibility Condition	Officers retired at the level of US/ DS/ Director or equivalent in Pay Level- 11/12/13 from any Central Government Ministry/ Department with a minimum 5 years' experience in the related fields like Gender Equality/ Women Empowerment/ International Cooperation, etc.
Role and Scope of Work	Detailed document is enclosed.
Period of Engagement	September, 2022 to February, 2024
Job Location	New Delhi. (Travel to other cities in India may be required).
Age	Age should be less than 65 years on 29.02.2024
Remuneration	Last pay drawn minus pension plus TA, in accordance with the instructions of Govt. of India issued from time to time.
Leave	1.5 days of paid leave for every month of engagement completed.
Working Hours	<ul style="list-style-type: none">• Normal Office timings are from 9:00AM to 5.30PM but the nature of duties may require monitoring/follow up/ supervision of facilities beyond office hours.• May be required to work from home beyond office hours.

on 9/9/2022

	<ul style="list-style-type: none"> • May also be required to attend office on holidays depending on exigencies of work. • May also have to undertake travel in connection with official duties.
Termination and Notice	<p>The engagement will be on immediate hiring basis and continuance of which is purely dependent on work performance. The Consultant will have to devote fully to the assigned role and any unethical/ improper conduct or lack of devotion to duty will result in termination of engagement.</p> <p>A notice of 15 days or payment in lieu thereof will be provided before termination of engagement.</p>
How to apply	<p>The applications in the prescribed format complete in all respects along with copy of PPO and Last Pay Certificate may be sent to the following address:</p> <p>The Deputy Secretary (G20) Ministry of Women & Child Development 1st Floor, Jeevan Vihar Building, Sansad Marg, Janpath, New Delhi - 110001 or email at: anil.jha@nic.in, g20-mwd@gov.in</p>
Last date for receipt of applications	16 th September, 2022

3. Eligible retired Officers, in good health may submit their applications in the enclosed format before the closing date. Applications received with incomplete information or received beyond the closing date will not be considered.

Encl.: As above.



(Anil Kumar Jha)

Deputy Secretary to the Govt. of India

Email: anil.jha@nic.in

Application for Consultants in the Ministry of Women & Child Development

For post of G20 Consultant

(Last date for receipt of applications - 16th September, 2022)

1.	Name	
2.	Designation at the time of retirement	
3.	Date of Birth / Age as on 29.02.2024 (in year and months only)	
4.	Educational qualifications	
5.	Date of retirement	
6.	PPO No.	
7.	Pay level in which retired	
8.	Last pay drawn	
9.	Name of the Department from where retired	
10.	Name and Designation (with mobile number) of the Controlling Officer in the last department served	
11.	Monthly pension sanctioned	
12.	Address for correspondence	
13.	Contact No.: Alternate Contact No.:	
14.	Email-id	
15.	Experience details	Please provide information in the format below

Name of Ministry/ Department/ Organisation	Period		Designation	Brief details of work handled
	From	To		

on 9/9/2022

16. Additional relevant information, if any, in support of your suitability for the said engagement (Attach separate sheet if necessary)

Declaration

I hereby declare that all the statements made by me in this application are true and complete to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement. I have read this document and ready to accept the terms and conditions for engagement of Consultants.

Signature of applicant
Name _____

Place: _____

Date: _____

A handwritten signature in blue ink, appearing to read 'S. S. S. S. S.' or similar, with a date '9/9/2022' written below it.

I. Position Information	
Job Code Title	: G20 Consultant (Under Secretary level)
Duty Station	: New Delhi (travel to other cities may be required)
No. of positions	: One
Duration	: September, 2022 to February, 2024
<i>This vacancy is open to applicants of either sex with an approach to have a workforce which reflects diversity and gender balance, to promote equal opportunities.</i>	
II. Role	
<p>The role of the consultant would be to contribute effectively to assist the Ministry of Women & Child Development (MWCD) in organising G20 related activities pertaining to the Ministry by providing substantive inputs to agenda setting, policy strategy, support for intergovernmental dialogues about the G20 agenda, and documentation. The consultant will also support the Ministry's engagement with G20 EMPOWER and Women 20. She/ he will maximise support for the Government of India's engagement on the gender aspects of the G20. She/he will work in close collaboration with the programme and operations team at the Ministry, other Government officials from line Ministries and other stakeholders ensuring successful implementation of programmes under the G20 Engagement Group meetings and other meetings, as per requirement.</p> <p>The Consultant will be placed in MWCD and will report to the Officers in G20 Cell in MWCD as may be assigned by the Ministry.</p>	
III. Functions / Key Results Expected	
<p>Summary of Key Functions :</p> <ol style="list-style-type: none"> 1. Support MWCD to engage with Member State(s) towards strengthening attention to gender perspectives in intergovernmental work, including through gathering information, identifying challenges and creating opportunities for MWCD to help advance the global normative framework for gender equality; 2. Support the smooth functioning of intergovernmental processes, including reporting processes and providing advice with regard to sharing institutional knowledge with, Member States on intergovernmental procedures and working methods; 3. Supports creation of strategic partnerships & initiatives on women's empowerment and gender equality at MWCD; 4. Supports & conducts research and analysis as required. 	
<ol style="list-style-type: none"> 1. Technical Advice and Strategic Support to India's G20 Presidency to further Align the G20 Agenda with the 2030 Agenda for Sustainable Development, focusing on Goal 5: <ul style="list-style-type: none"> • Provide technical advice on international cooperation under G20 for sustainable development, with focused inclusion of Goal 5 on Gender Equality; • Provide high-quality policy support on all sustainable development related issues with a focus on international cooperation from gender perspective. 	

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- Support with strategic thinking on how to move forward for alignment of priorities of the Government of India under G20 processes.
 - Lead the process of strategic thinking, forward-looking analysis on emerging trends and global challenges to develop G20 policy options in relation to the 2030 Agenda implementation. This will include preparing analysis, papers, issue notes, briefs, speeches, talking points as well as draft G20 communique language.
 - Engage in policy resource and support preparation ahead of G20 meetings and relevant engagement group meetings pertaining to MWCD.
 - Support the preparation and realisation of the India's G20 policy agenda and documents to ensure that they are well-aligned with G20 objectives, past G20 commitments, sustain continuity of the G20 work across presidencies, and further contribute to the 2030 Agenda implementation.
 - Provide inputs to the Ministry's participation and response to international cooperation platforms focused on gender equality and social inclusion.
 - Support the Ministry's engagement and follow up in bilateral and multilateral forums.
 - Provide assistance and support to any other tasks assigned by MWCD.
2. **Strategic Thinking and Coordination to Strengthen MWCD's Strategic Engagement with the G20:**
- Support MWCD's engagement with the G20 secretariat by contributing to the design of a strategic approach to accelerate global progress towards the SDGs particularly Goal 5.
 - Designing, and undertaking policy research and analysis on varied political and global sustainable development issues, focused from gender perspective, to deliver on G20 sustainable development related priorities.
 - Enhancing coordination of MWCD both with the G20 finance and Sherpa track to ensure greater impact of MWCD participation.
 - Leading the designing and organisation of MWCD-G20 Meetings/ Side Events/ Seminars/ Workshop(s) etc. as required by the Ministry.
 - Liaising with the G20 Engagement Group/ Initiative under the leadership of the MWCD, and establishing working processes with the Ministry, and other relevant entities to partner with on G20.
3. **Management:**
- Managing and coordinating support to MWCD officers and their G20 team including providing policy and technical support to prepare all the documents needed and help facilitate the design of G20 Presidency priorities and outcomes in this workstream through MWCD.
 - Coordinating with stakeholders covering select areas of the G20 work to provide inputs to, and facilitate the design of, G20 Summit deliverables upon request from the MWCD.
 - Coordinating team contributions and support corporate knowledge management activities to help influence / advance policy dialogues in the thematic(s) area.
 - Developing and reviewing knowledge products by analysing and sharing lessons learnt.
4. **Research and Analysis:**
- Analysis of documents/ references from different departments from a gender perspective.
 - Analysis and research of information, preparation of substantive briefs on possible areas of cooperation & identification of new opportunities.
 - Prepare briefing notes and updates on gender issues

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- Prepare periodic progress reports of the work undertaken by the Ministry.

5. Any other duties assigned by the Direct Supervisor in MWCD.

IV. Key Deliverable

- Substantive positioning of the Ministry of Women and Child Development within G20 processes, working/ engagement groups/ initiative and outcomes.
- Background papers and fact sheets on G20 are required

V. Competencies and Critical Success Factors

Functional Competencies:

- Demonstrates commitment to mission, vision and values of MWCD;
- Strong knowledge, and experience of working on intergovernmental and normative processes; especially globally, and nationally;
- Demonstrated ability to analyse policy and strategies from a gender perspective;
- Produces qualitative, accurate outputs with considerable attention to detail, in a timely manner;
- Manages complexities, shifting priorities, and is able to work effectively without constant supervision;
- Maintains constructive, effective business relationships with clients and partners;
- Adheres to deadlines and follows up on time-bound issues;
- Maintains diplomacy, tact and strict confidentiality with internal and external partners and clients;
- Strong interpersonal and communication (verbal, listening, writing) skills;
- Organization skills (time management, efficient administration, multi-tasking and fast-paced);
- Ability to work under pressure within strict deadlines;
- Ability to adapt quickly to work demands, and changing deadlines;
- Willingness to "inter-change" work functions with other staff within the Unit, when required.

Core Competencies:

- Demonstrating/ safeguarding ethics and integrity
- Demonstrating sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Facilitating and encouraging open communication in the team, communicating effectively
- Managing conflict
- Learning and sharing knowledge and encouraging the learning of others. Promoting learning and knowledge management/ sharing.
- Informed and transparent decision making

VI. Recruitment Qualifications	
Experience:	<ul style="list-style-type: none"> • 5 years of relevant experience at the national or international level in providing management advisory services and hands-on experience, preferably with the Government, preferably in fields of Gender Equality, Women Empowerment and International Cooperation. • Experience in the use of computers and office software packages (MS Word, Excel, etc.) and in handling web-based management systems.
Language Requirements:	Fluency in English and Hindi

