

## **Vacancy announcement (NCEARD, Lady Irwin College)**

INDIVIDUALS (Junior Professionals/ Interns/ Volunteers)

The “National Centre of Excellence and Advanced Research on Diets (NCEARD)” is a technical assistance resource centre for the Ministry of Health and Family Welfare, Government of India on research and policy formulation for women’s nutrition. Funded by UNICEF India, NCEARD was established in 2018, within the Department of Food and Nutrition at Lady Irwin College, New Delhi with the objectives of - integrating maternal nutrition in routine antenatal care, - evidence based-policy formulation on maternal nutrition for the country, - be an apex food skill lab/reference lab for development and standardization of local food products for management of overweight/obesity, undernutrition and anemia in women, to name a few. Significant developments have been made on these objectives with the release of *Janani Shishu Suraksha Karyakram* Diet Norms guidelines in September 2018 and development and ongoing pre-testing of draft maternal nutrition guidelines. The Centre has collaborated with another national centre on anemia situated at All India Institute of Medical Sciences, New Delhi as well as International Institute for Population Sciences (IIPS) to further work on test and treat camps for anemia and research on maternal nutrition guidelines, respectively. Further, capsular trainings on nutrition epidemiology are being developed, tested and delivered in partnership with IIPS and other collaborators. In this regards the Centre requires a range of expertise and is looking for candidates that can meet the following requirements:

1. **Junior professionals (2 positions):** Candidates with Masters in Nutrition, with at least 1+ years of experience. Training on diet software/calculations and expertise in developing nutrition IEC will be preferred. Position will require field work and local and/or outstation travel. (Salary: INR 40000-60000 per month, based on years of relevant experience)
2. **Six-month fellowship (4 per year):** Candidate who are fresh masters in nutrition and are willing to learn and be engaged in research, fieldwork and activities of the centre. (Salary: Upto INR 20000 per month)
3. **Volunteership (4 per year):** Candidates who are pursuing their bachelors/masters in nutrition/communication and willing to be engaged in specific activities of the centre on a time bound activities. Based on the level of the time and effort, will be provided a certification of work at centre. Travel support shall be provided should there be any fieldwork necessities.

All positions stated above are on contractual basis for two years, renewal based on availability of project funds and performance. A lock in period of 6 months is mandatory for all the above-mentioned positions.

Those who are interested may send in their applications, with subject line indicating position applied for should be sent to [nceard.lic@gmail.com](mailto:nceard.lic@gmail.com) by April 25, 2019.

Shortlisted candidates will be called for written test(s) and interview in-person, as per discretion of the interview committee. No TA/DA will be paid for attending the interview.

Recruitment process may be multi-stage. No calls shall be entertained.

## **Vacancy announcement (NCEARD, Lady Irwin College)**

Position: Accounts Officer (Full time, contractual)

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In this regard, NCEARD requires a full time Accounts officer (Contractual) for the following tasks:

- Ensure compliance of statutory and donor requirements for all activities.
- Ensure accurate and timely disbursement of fees for consultants, advisors and other contractual staff.
- Ensure bookkeeping/ accounting work and maintenance of all associated records.
- Maintain a cash register to ensure that there is a proper audit trail of all cash transactions within the organization.
- Monitor and reconcile travel expenses and project expenses to individual advances on a regular basis.
- Code, track, and process vendor invoices, consultant invoices and travel advances for payments in a timely basis.
- Examine financial documents such as invoices, vouchers, expense reports, purchase orders and other documents to ensure the completeness, accuracy, reasonability and validity of financial data. Prepare and submit financial monthly and quarterly statements to the Admin focal point (NCEARD) Prepare of budgets, forecasts and cash flows.
- Conduct monthly administrative and financial reviews with Admin focal point (NCEARD)
- Provide support for statutory audits and ensuring adherence to recommendations made by the auditors
- Verify all transactions with budgets, approvals and reports before getting approved for payment Provide accurate and quick response to financial queries from donors.

**Qualification and competencies:** Post graduate in business administration, accounting or related field, Minimum 3 years' experience in managing financial operations at an academic institute/ development partner agency or other related organizations. Should have knowledge of Indian tax laws and audit regulations. Advanced proficiency in MS Excel and accounting software with excellent attention to detail and accuracy.

**Salary: INR 40000.00 to 60000.00 per month**

Interested candidates should send their CV to [nceard.lic@gmail.com](mailto:nceard.lic@gmail.com) with subject "Accounts officer-Application by 25<sup>th</sup> April, 2019. Only shortlisted candidates will be called for interview. No telephone calls or direct enquiries related to recruitment process will be entertained.