

No. 8902/Estb./2018/MS/HALSA
Dated: 07/9/2018

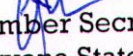
NOTICE

**OFFICE OF THE MEMBER SECRETARY, HARYANA STATE LEGAL SERVICES
AUTHORITY, INSTITUTIONAL PLOT NO. 9, SECTOR 14, PANCHKULA**

Applications are invited for engagement of two Project Coordinators for a period of one year at a fixed honorarium of ₹ 45,000/- per month for District Legal Services Authorities in the State of Haryana for execution of outreach programmes undertaken by them from the persons having qualifications mentioned below:-

Sr. No.	Nomenclature of Posts	Qualifications and Experience	Number of posts
1.	Project Coordinators for District Legal Services Authorities	Master's Degree in Management/Social Work/Sociology/ Public Administration/ Economics/ Political Science/ Sociology etc. or a Degree in Law and having 5 years of experience in project planning and implementation.	2

- Applications be submitted in plain paper alongwith resume.
- Last date for submission of applications is 24.09.2018
- No application shall be entertained after due date of submission.


Member Secretary
Haryana State Legal
Services Authority
Panchkula
Ph: 0172-2583309

PROJECT CO-ORDINATOR

Job Profile:

- i. Planning and execution of the schemes/activities taken up by the District Legal Services Authority (s) in the Legal Services camps including projection of financial requirements in consultation with the Secretary of the respective District Legal Services Authority.
- ii. Identifying and coordinating with governmental and non-governmental agencies/institutes who are working for the similar target groups so as to facilitate the public in resolving their grievances.
- iii. To prepare plans relating to awareness and publicity programmes so as to promulgate the schemes of NALSA to large number of masses throughout the respective districts and submit the same to the concerned District Legal Services Authority Secretaries.
- iv. Coordination of implementation activities at the level of District Legal Services Authorities and Taluka Legal Services Committees under the supervision of respective District Legal Services Authority Secretaries.
- v. To suggest the requirement of Para Legal Volunteers and Panel Lawyers required for implementation of the schemes of NALSA and ensuring that the services of all the Para Legal Volunteers and Panel Lawyers are utilized to the fullest extent possible.
- vi. To plan and report to the District Legal Services Authority Secretaries, Schedules for periodic training of the Para Legal Volunteers for implementation of the schemes of various programme and ensure that the said Para Legal Volunteers are equipped with the required knowledge to carry out the said schemes.
- vii. To ensure that all the Legal Services Clinics opened in the respective districts under the Project Coordinator are functioning properly and that all the needs of the said clinics are fulfilled with the help of the Secretary, District Legal Services Authority.
- viii. To supervise and monitor the work of the Para Legal Volunteers as well as, all others working with the Coordinators for the smooth running of the activities/schemes in the respective districts assigned to them.
- ix. Undertake field visits to track the progress made in the implementation of all programmes.
- x. To ensure that all periodic reports (Monthly/Quarterly/Half yearly, Annually) are submitted within the time prescribed to the State Legal Services Authority/ National Legal Services Authority.
- xi. To prepare report of the various concerning authorities about the status of the activities/schemes being implemented by the District Legal Services Authorities.
- xii. Any other task as assigned by the Member Secretary, State Legal Services Authority.