



## **JOB DESCRIPTION – Program Manager**

**Number of Positions:** 1

**Job Title:** Program Manager

**Project Name:** Resource Cell for Juvenile Justice.

**Report to:** Project Director / Head

**Location:** TISS, Mumbai, Maharashtra.

**Contract Duration:** 12 Months (Extendable based on performance and project requirement)

### **About the Organization:**

Resource Cell for Juvenile Justice (RCJJ) is a Field Action Project (FAP) of the Centre for Criminology and Justice (CCJ), School of Social Work (SSW), TISS. It works on issues related to child rights and juvenile justice within the larger theme of "Access to Justice for Children," with a special focus on Children in Conflict with Law (CCL). For more details, please visit <https://tiss.edu/view/11/projects/all-projects/resource-cell-for-juvenile-justice/>

### **What you will be doing:**

- Annual planning, budgeting, monitoring and reporting of key projects and synergies in alignment with RCJJ's vision and mission.
- Provide training and technical support, information and guidance to field staff and partners in the implementation of juvenile justice programs.
- Organize workshops, training, outreach/awareness events, conferences.
- Facilitate communication, network and collaborate between internal teams, partner organizations, and stakeholders such as Criminal and Juvenile Justice Systems, judiciary, social services, legal professionals, funding agencies and government agencies.
- Research & Documentation.
- Advocacy and Policy level work.
- Prepare project proposals, annual reports, quarterly reports, and research papers on various topics as per the organizational need.
- Any other responsibilities assigned by the organization.

### **Your Profile**

- Postgraduate in Social Work. A minimum of 5 years of proven experience in the Child Protection Area.
- In-Depth understanding and knowledge of Child Protection Laws. Understanding and working with the Juvenile Justice System will be added advantage.

- Strong organizational and communication skills, with the ability to handle sensitive information discreetly.
- Good in communication, liasioning and leadership skill
- Should be self-motivated and be able to work independently.
- Proficiency in reading and writing Marathi, Hindi, is essential.
- Proficiency in reading and writing English is very essential. Strong in written and oral communications.
- Willingness to travel across districts in Maharashtra.
- Computer knowledge including Microsoft Word, Excel, PowerPoint and Canva
- Experience of Research.
- Project management skills.

**What we offer:**

In addition to a monthly salary of Rs. 50,000/- ,

- Actual field travel and communication expenses.
- Health insurance
- Opportunity to take part in comprehensive training to enhance personal/professional growth and development.

**How to Apply:**

Fill in the google form <https://forms.gle/fH6FRKGrosAu4a1u7> by the 10th of July 2025. Due to the anticipated volume of applications, we will only be able to contact those candidates who are being shortlisted for the recruitment process.