

Economic Empowerment Counselor

Job Title:	Economic Empowerment Counselor
Reports to:	Project Director
Appointing Authority	Chairperson
Nature of Appointment:	4 Months Contract or completion of the project, whichever is earlier
Responsibility:	<ul style="list-style-type: none"> • Responding to calls that focus on matters related to women's employment / job opportunities / harassment at the workplace / impediments to gaining employment. • Coordination with Program Officer Women Economic Empowerment to identify relevant employment opportunities and expected challenges for complainants. • Devising SOP manual to regulate complaints received and counseling provided. • Forming linkages and making referrals to CSOs to facilitate complainants' access to a vast range of economic opportunities. • Making referrals to relevant departments, persons and mechanisms e.g Labor Helpline, Ombudsperson, Transitional Housing, Women in Leadership etc. • Providing information to complainants/callers regarding employment opportunities within the Government and private sector. • Linking callers to the Women Incubator Hub, Employment Facilitation Hub and other forums envisaged under this project. • Follow-up with individual complainants and government departments (in case of inaction) and document progress of each case. • Write technical reports on specific cases identified during individual economic/ career support sessions with callers. • Maintain Case files and technical reports. • Write weekly and monthly reports for the project manager. • Any other duty assigned by the authorities from time to time.
Minimum Qualification, Age & Experience:	<p>Qualification: Qualification: Masters in Economics or related field from HEC recognized institution. Foreign degree will be preferred.</p> <p>Experience: 3 year experience in economic analysis, economic empowerment and statistical analysis/ research on economic empowerment of women, gender mainstreaming. Background of Statistical analysis also required.</p> <p>Skills Required:</p> <p>Knowledge of inheritance laws and procedures related to Women Economic</p>

	Empowerment. Maintaining data base on economic and employment opportunities and referral to such opportunities will be preferred. Age: 25-40 years
Pay and Perks	Rs. 100,000/- lump sum per month.
Mode of filling up the post	Through open competition after advertisement in the Press. Selection to be made by a Committee headed by the Chairperson PCSW.