

Nagaland State Legal Services Authority

(Engagement of Project Personnel for Outreach Programme)

Job Profile for Project Co-Ordinators:

- i. Planning and execution of the schemes/activities taken up by the SLSA and DLSA(s) in the Legal Services Camps including projection of financial requirements in consultation with the Member Secretary of the SLSA and DLSA.
- 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 Member Secretary of the SLSA.
- iv. Coordination of implementation activities at the level of SLSA to DLSAs under the supervision of the SLSA.
- v. To suggest the requirement of Panel Lawyers and PLVs for the implementation of the schemes of NALSA, programmes ensuring that the services of all the Panel Lawyers and PLVs are utilized to the fullest extent possible.
- vi. To plan and report to the Member Secretary of the SLSA, Schedule periodic training of the Panel lawyers/PLVs for implementation of the schemes of various programmes and ensure that they 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 are functioning properly and that all the needs of the said clinics are fulfilled with the help of the Chairperson/Secretary of DLSAs.
- viii. To supervise and monitor the work of the Project Assistant appointed in all the DLSAs 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 the respective programmes given charged.
- x. To ensure that all periodic reports (Monthly/Quarterly/Half yearly, Annually) are submitted within the time prescribed to the SLSA/NALSA.
- xi. To prepare report of the various concerning authorities about the status of the activities/schemes being implemented by the DLSAs.
- xii. A copy of all reports, information, corresponding letters, circulars and others should be furnished to the Data-Entry-Operator of the SLSA.
- xiii. Any other task as assigned by the Member Secretary, SLSA.