



# INDIAN POLICE FOUNDATION

Recruitment of **Assistant Project Coordinator** for the **IPF Project on Internal Police Reforms**

## 1. Assistant Project Coordinator- 1 position in Delhi

The role of the Assistant Project Coordinator (APC) in the Internal Police Reforms project (1 year, extendable up to 3 years) is covering both research and operational aspects of the project. The Project Director, Project Coordinator and Assistant Project Coordinator along with State Supervisors will provide the overall leadership and coordination for the project.

### a. Research:

- i. The APC will hold meetings with people, civil society reps, media to understand their grievances/pain points in their interface with local thana police in all 4 States
- ii. He will also guide RAs in desk research, analysing reports of the National Police Commission and other committee reports on police reforms and summarize the key recommendations relevant to the project.

### b. Study Best Practices, conduct Base line Evaluation of Police Stations and prepare Change Manual:

1. **Engaging with experts:** APC will assist PD & PC in working with experts, NGOs, legal professionals and IPF members to formulate strategies, action plans, and project recommendations. He will organize meetings and workshops to facilitate this engagement
2. **State Visits:** APC will conduct field visits to 10-12 states along with Project Director/Project Coordinator to study best practices in selected research domains
3. **APC will also assist Project Coordinator & State Supervisor in conducting**
  - i. Baseline evaluation of existing SOPs/processes and police attitude in focus areas in selected police stations by using proper methodology
  - ii. Survey of **public perception/satisfaction** in selected police stations in 4 States- by using proper qualitative and quantitative methodology
  - iii. APC will also assist in preparing the **Change Manual** that will encapsulate the recommendations for the project.

**c. Training**

1. APC will be involved in the preparation of training materials.
2. APC will assist in conduct of training programs in each State (and also take classes in each training program for PS staff) to ensure the quality and relevancy of the training. (36-40 training programs during Pilot and 72-80 training programs during main phase in 4 States)

**d. Project Implementation:**

1. **Monitoring Implementation:** APC will assist project team in ensuring that pilot project (60 police stations) and main project (120 police stations) are being implemented effectively in the 4 states by regular visits & meetings.
2. **Coordination:** He/ She will coordinate with the State Nodal Officers, State Supervisors, Police Commissioners and Superintendents of Police.
3. **Evaluation:** APC will also assist PC/SS in evaluating the implementation of recommendations of Change Manual in 60 police stations during pilot projects and preparing reports.

**e. Documentation & Reporting**

1. APC will compile and study the monthly visit reports from State Supervisors and will assist in taking corrective actions based on the analysis.
2. APC will also assist/guide data collation, analysis and preparing reports on pilot and main projects, taking into consideration 3rd party evaluations.

**Qualifications & Requirements:**

1. Retired police officer (retired as SP/Addl SP/DSP) with minimum 10 years of experience of supervision of police stations in civil police) or a consultant/academician working on Police Reforms for 5/6 years in University/NGOs/civil society. Minimum experience can be relaxed by selection committee in exceptional cases
2. Acquaintance with state police manual and criminal laws, circulars from MHA/State Govt., relevant SC judgements, NHRC directives, model police manual etc.
3. Knowledge about recommendations of various police commissions (NPC, ARC, state police commissions, others)
4. Good health for making field visits as and when required
5. To attend IPF Vasant Kunj, Delhi office regularly
6. Good coordination/leadership capacity (meetings with SPs/CPs, State Nodal officer, State Supervisors, trainers, RAs)
7. Working knowledge of computer
8. Good command over English and Hindi

**Honorarium /Assistance:**

1. Rs 70,000/- per month with 5% annual increment
2. Secretarial assistance
3. Airfare in economy class for visiting States along with accommodation in police guest houses and local transport

**How to apply**

Please visit <https://www.policefoundationindia.org/careers> for more information and uploading of applications. If you have any queries, please get in touch with us at: [recruitment.ipf01@gmail.com](mailto:recruitment.ipf01@gmail.com) or call us at 9205771710

**Last date for online submission of application is 08/07/2024.**