



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 Asstt. 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 together with the Project Coordinator and Asstt. Project Coordinator along with State Supervisors will provide the overall leadership and coordination to the project.

a. Research:

The APC will do 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 and conduct Base line Evaluation:

1. **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 and hold meetings with people to understand their grievances/pain points in their interface with local thana police.
2. **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
3. **APC will also assist PC/State Supervisor in conducting**
 - i. **Baseline evaluation of existing SOPs/processes and police attitude in focus areas**
 - ii. Survey of **public perception** on pre-defined parameters in selected police stations in 4 States
 - iii. APC will assist in preparing the **Change Manual** that will encapsulate the recommendations for the project. The Change Manual will be the principal process guide for implementation of the project.

c. Training

1. APC will be involved in the preparation of training materials.
2. APC will take one or 1/2 classes in each training program 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:** They 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 in preparing reports on pilot and main projects, taking into consideration 3rd party evaluations.

Qualifications & Requirements:

1. Retired Police Officers (SP/Addl SP/DSP) with vast experience and knowledge in field (thana) level policing
2. Knowledge of Criminal Law and Police Manuals
3. Proficiency in reading and writing in English & Hindi for report writing
4. Computer skills
5. Good Communication & training/briefing skills
6. Good health for making field visits as and when required
7. Attend IPF office in Vasant Kunj, New Delhi regularly

Salary/Assistance:

1. Monthly salary/honorarium of Rs 70,000/-per month, with 5% annual increment
2. 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.tpfi@gmail.com or call us at 9205771710