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| **Special Officer – Odisha Migrant Labour Help Desk: Telangana, Andhra Pradesh, Tamilnadu, Karnataka and Delhi**  |
| **Tata Trusts** |
| Location: Respective Destination States |

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| Special Officer–Migration:Telangana, Andhra Pradesh, Tamilnadu, Karnataka and DelhiTata Trusts is one of the leading and oldest philanthropic foundation in India (www.tatattrusts.org). Under the Migration portfolios the Trusts focuses on addressing issues related to distressed migrant labourers from western Odisha. These labourers majorly migrate to brick kilns based in state such as Telangana, Andhra Pradesh, Tamilnadu, Karnataka and also to work in other sectors in Delhi.Tata Trusts has signed a MoU with the Labour & ESI Department, Government. of Odisha to reduce distress migration and support migrant workers from Odisha in the destination states. Establishing Labour Help Desk in the destination State of Tamilnadu has been planned under this initiative. The objective is to reach-out to migrant workers during emergencies and provide support for their wellbeing.Tata Trust will shortlist the Special officer on behalf of the Government of Odisha. The Special Officer will directly report to the Labour Commissioner, L&ESI Department, Government of Odisha. S/He will be on a contractual basis take up the activities of Odisha Migrant Labour Help Desk in the state for the period of twelve months, subject to renewal as per terms and conditions specified by the Labour Commissioner Odisha.Brief Job Description:(For Odia migrant workers)1. Coordinate with Labour Department / district administration in respective states for obtaining information on principal employers, contractors employing Odia migrant workers.2. Undertake preliminary inquiry about the Odia migrant workers in case of any emergency i.e. death, accident, physical torture and other statutory violations and complaints received by Odia Association / media clipping / communication from Govt. / NGOs etc.3. Undertake visits to worksites engaging Odia workers in respective states, for inquiry into their welfare and to assess minimum facilities at the worksite. 4. Facilitate rescue of Odia migrant workmen in distress, whenever required, in respective states and repatriate Odia Migrant Workers / children to the source State (Odisha) in coordination with Odia Association / Govt. officials as and when necessary. 5. Associate and assist educational, Scientific or charitable institution established for the benefit of Odia migrant workers.6. Communicate with chambers of commerce and other mercantile in the State and consult and promote measures for the protection and welfare of Odia migrant workers and ensure other facilities conducive to the interest of Odia migrant workers(For Odia immigrants)1. Obtain information on recruiting agents for skilled, semi-skilled and unskilled Odia workers for employments in foreign countries.2. Obtain information on Trade Tests conducted by various agencies to assess suitability of potential immigrants.3. Liaise with agencies conducting short–term training/refresher courses for candidates selected for employment in outside countries.4. Maintain close Special with the Regional Passport Officers to collect data on passports issued to Odia migrant workers for placement in foreign countries.5. Collect information on basic requirements for different kinds of jobs (skilled, semi-skilled and unskilled etc.) in foreign countries and submit to Labour Commissioner, Odisha for developing pre-departure training modules. 6. Do all such other things as may be deemed incidental or conducive to the attainment of the above objects or any of them.7. Any other work that may be assigned by the State Coordination Cell for Migrant Workers / Labour Commissioner, Odisha and Principal Secretary, Labour and ESI Department, Government of Odisha.Essential qualification and attributes:* S/he should not be less than 25 years and more than 35 years of age as on 1st January, 2017.
* The applicant must have passed MBA/ Post Graduate in Social Work / Social Science / B.E./B.Tech with MBA, with 60% marks in aggregate, and minimum two years of experience in the issues of inter-state Migrant Workers / immigration issues
* S/he should have necessary qualification and experience in computer operation.
* The Work experience on Odia Migrant Workers will be given preference.
* **The applicant for a particular state position must be proficient in Odia language and language of the state . For example Special Officer for Telangana State should have a knowledge of Telegu and Odiya language (both reading and writing).The same will apply for other states too.**

Consolidated Remuneration:* Remuneration- UP To Rs.25000/- PM
* Mobile Expenses-Up To Rs.1000/- PM
* Mobility Support-Up To Rs.5000/- PM
* Office Stationery and contingency-Up To Rs.4000/- PM

This position would be based in respective states and would entail extensive travel in the field locations. Reporting: Interested candidates may kindly send the application to livolinkfoundation@gmail.comby 14th December 2017. Please mention the State the candidate is interested to work. |

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