

**Social Audit Unit, Jharkhand (Jharkhand State Livelihoods Promotion Society)  
(Under Department of Rural Development, Jharkhand)**

Detailed Job Profile & eligibility Criteria for the positions under Social Audit Unit

**1. Background**

Rule 4 of Mahatma Gandhi NREGA Audit of the Schemes Rules, 2011 stipulates Government of Jharkhand to identify or establish independent organization, "Social Audit Unit" (SAU) to facilitate conduct of the Social Audit of MGNREGS works. Government of Jharkhand has decided to in house the SAU within JSLPS incorporating the SAU for conducting the Social Audit of other Rural Development Schemes as well. JSLPS is an autonomous and independent society under Rural Development Department, Government of Jharkhand.

**2. Social Audit:**

Social Audit refers to the process by which citizens access relevant information from the Government, and disclose them to the public. This is done by comparing official records with actual ground realities with the participation of the community in the verification exercise and reading out the findings of the verification exercise aloud in a public platform. The social audit process goes beyond accounting for the money that has been spent to examine whether the money was spent properly and has made a difference to people's lives. A social audit is directly linked to fundamental rights like the right to access to information and the right to public participation. A social audit is an ongoing process through which beneficiaries, elected representatives and the general public are involved at every stage of the implementation, planning, implementation, monitoring and evaluation.

The Social Audit Unit shall be responsible for building capacities of Gram Sabha for conducting social audit by identifying, training and deploying suitable resource persons at village, block, district and State level drawing from primary stakeholders and other civil society organizations having knowledge and experience of working for the rights of the people. The Social Audit Unit will create awareness amongst the community about their rights and entitlements under the constitution of India in general and will facilitate verification of records with primary stakeholders and work sites. The Unit will ensure that MGNREGA and other rights and entitlement based programmes are designed and implemented in a manner that is most suitable to the local conditions and reflects the priorities and preferences of the people affected by the said Act.

**3. Objectives of a Social Audit:**

- a) Promote transparency and accountability in the implementation.
- b) Inform and educate people about their rights
- c) Provide a platform for people to express their needs and grievances
- d) Promote people's participation in all stages of the implementation
- e) Strengthen participation in Gram Sabha, make it an inclusive and participatory institution and make it a platform for positive collective action.
- f) Improve the capacity of people who participate in the social audit
- g) Strengthen the scheme by deterring corruption and improving implementation

**Terms of Reference for Different Position under Social Audit Unit, Jharkhand**

**Name of the Position: Programme Executive (For 1 year)**

Number of Post: Total-2, (UR-1,ST-1)

Location: State HQ & Project Site

Reporting to: State Coordinator - SAU

**Statement of Objective:** Programme Executive will be a full time responsibility to provide the required management and facilitation support for all the activities related Social Audit in the state and concerned districts, and will work under the overall guidance of the State Coordinator - SAU, Social Audit

**Detailed Scope of works**

- a) Developing Social Audit Tools & protocols for Social Audit of Schemes assigned in consultation with the Department. based on Audit Standards

- b) Responsible for executing specialist thematic function at block level and supporting BRPs & VRPs in core functions i.e. SHG capacity building, nurturing and strengthening with coordination of field based activities.
- c) Coordination & Liaising with the concerned Department.
- d) Normal Assigned Duties
- e) Monitoring & Inspection of the field activities
- f) Support a conducting entry-point and Exit Conferences as desired
- g) Preparation of Annual Action Plan
- h) Social Audit File & Coordination with the Gram Panchayat Social Audit Team ensuring 100% achievement
- i) Organizing periodical training programme for Social Audit Team members at Block & Village Level
- j) Uploading of Social Audit Data through MIS
- k) Coordination with GRO
- l) Documentation of important events and collection of success stories
- m) File related to Technical & Administrative sanctions
- n) Preparation of Reports & presentations based on Social Audit findings with analysis & policy recommendations

**Qualification and Experience**

- a. Post Graduate Degree/Diploma in Rural Development/Rural Management/Social Science/ with minimum 2 years of experience with organization and institution working on social audits, community mobilization, institution building

Minimum 2 years of post-qualification experience of working in project/programme for poverty eradication/livelihood/social/rural development implemented by government/reputed NGOs/Corporate Entities or relevant organization. Experience should include being engaged in programme implementation role.

**Special Condition:**

For Candidates having post-Graduation Degree through correspondence or person having full-time 3 years Graduation Degree – Minimum post Qualification experience will be required as 3 years

Gross monthly remuneration Rs. 25,000 to 35,000/- depending on the verified relevant experience and expertise produced at the time of recruitment process

Selection Process -The Selection process for shortlisted candidates shall comprise the Written Examination followed by Verification of Academic Documents & Right based Organisation Work Experience and Personal Interview for those who will qualify the written examination

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(Chief Executive Officer)  
JSLPS