****Consulate General of India****

****Dubai****

 Consulate General of India, Dubai invites applications from professional Social Workers who could assist us with the adoption procedures for the Central Adoption Resource Authority (CARA), a statutory body under the Ministry of Women & Child Development, Government of India ([https://cara.wcd.gov.in](https://cara.wcd.gov.in/)).

**Revised Term Of Reference**

1**.Eligibility Criteria : -**

* **Age limit** :- Minimum of 30 year.
* **Academic Qualification** :- Post Graduate degree in Social Work or Sociology or Psychology or Child Development or a graduate degree in child education or child development or child protection.
* **Work Experience** :- Minimum of 10 years in the field of Child Welfare, Development or Child Protection issues or counseling.

2. **Other Attributes** :- Indian nationals holding valid UAE residence visa and knowledge of English and Local Language are desirable. The applicant should be willing to travel to different Emirates/ Regions and have a good working knowledge of technology-based skills on the computer and the ability to work on ICT applications. The person must possess strong communication & interpersonal skills. Applicant should have own office to conduct all activities as described below.

**3. Scope of work :-**

* Attend Prospective Adoptive Parents (PAPs) and provide them with complete details related to the adoption of a child/children from India including eligibility criteria, documentation and waiting period.
* Conduct Home Study Report that includes social & economic status, family background, description of home & atmosphere and health status of Prospective Adoptive Parents and other family members residing in the home.
* Registration of Prospective Adoptive Parents along with relevant documents on Child Adoption Resource Information and Guidance System (CARINGS) portal of CARA.
* Update Prospective Adoptive Parents regarding the status of their application and queries related to the same.
* Ensure that the Home Study Report and documents are sent to the CARA for initial scrutiny for adoption of a child from India.
* Guide Prospective Adoptive Parents regarding the court procedure, Passport & Visa formalities.
* Rendering Post adoption services including Post Adoption Follow up visits and reports.
* Ensure submission of Progress reports about the child in the adoptive family.
* **Provide necessary counseling in case of any disruption and arrange for suitable alternate adoption or foster placement in consultation with Consulate General of India, Dubai and CARA.**

**4. **Remuneration : Consulate would not pay any remuneration to appointed Social Workers.****

**5. Period of Engagement :– Initially the contract would be for a period of one year, which may be renewed based on the performance of the person.**

6. Shortlisted candidates will be recommended to CARA for empanelment as the Adoption Authority in UAE.

7. Consulate General of India reserves the right to accept/reject applications without assigning reasons thereof.

\*\*\*\*\*\*\*\*\*

**Consulate General of India**

**Dubai**

**Proforma for submission of Application for appointment of Social worker**

|  |  |
| --- | --- |
| 1. Name : |  |
| 2. Complete Address in UAE : |  |
| 3. Mobile No. and email address : |  |
| 4. Indian Passport No. (Please enclose copy) : |  |
| 5. Emirates ID No. (Please enclose copy) : |  |
| 6. Date of birth & age : |  |
| 7. Gender : | Male Female |
| 8. Required Academic qualification:Post Graduate degree in Social Work or Sociology or Psychology or Child Development or a graduate degree in child education or child development or child protection. |
| 9. Do you meet required academic qualification (please tick) : (If yes please enclose documents) | Yes No |
| 10. Present Academic qualification :**(Please specify and enclose documents if Col.9 is No)** |  |
| 11. Required work experience :Minimum of 10 years in the field of Child Welfare, Development or Child Protection issues or counseling. |
| 12. Do you meet required work experience (please tick) ?:(If yes please enclose documents) | Yes No |
| 13. Present work experience :**(Please specify and enclose documents if Col.12 is No)** |  |
| 14. Are you willing to travel to different Emirates / regions for adoption related work (please tick): |  |
| 15. Knowledge of computer and ICT application (please describe briefly) : |  |
| 16. Language known and interpretation skills (please describe briefly) : |  |
| 17. If applicant has own office to conduct activities (please tick) : | Yes No |

I have went through [https://cara.wcd.gov.in](https://cara.wcd.gov.in/) website and understood the Mission & Vision of CARA.

 Name :

 Signature :

 Date :