

**Background:**

The International Foundation for Crime Prevention and Victim Care (PCVC) was founded in 2001 in Chennai, Tamil Nadu. We create and extend support services for women and queer persons affected by domestic and interpersonal violence. PCVC is a rights-based organisation that strongly believes in a survivor-centric approach. Clients drive the process and make all decisions regarding their life with the full and unconditional support of a team of social workers, psychologists and welfare officers.

Over the years, the organization has evolved to provide both emergency support and long-term rehabilitative support and created a comprehensive model that takes women and queer individuals from a survivor to a thriver. Through our crisis intervention services, women and queer individuals have access to immediate information about interfacing with the police, devising safety plans, leaving abusive homes, negotiating with families, legal and medical referrals and specialized services for children. We are also building a robust prevention program with our outreach efforts in schools and colleges and other rural and urban communities on healthy and violence-free relationships; sexual harassment prevention and redressal in workspaces and public spaces; institutional and community programs that work on changing the attitudes and mindsets of people regarding gender and violence.

In order to implement the programme we have an annual budget of over 4 crores and this position will be part of our operations team and has the responsibility to provide all backend support to the programme implementation team.

**Role: Senior Manager- Operations**

**Location:** Chennai, Tamil Nadu

**Required:**

- Specialisation in Office operations, Administration and Human Resource Management
- Native fluency in English and Tamil

**Preferred:** Experience in non-profit sector

**Responsibilities:**

1. Human Resource Management- Policies, Implementation and ensuring their compliance through a monitoring system (Appraisal, performance management)
2. Office Administration – setting up system and ensuring their implementation
3. Implementation of PCVC's procurement policy at the level of programme and operations
4. Development and implementation of PCVC's safety and security policy, systems and practices
5. Staff welfare plan and its implementation

**Expected work experience:** 6-7years in similar role

**Remuneration:** 45000 INR- 50000 INR per month (negotiable with experience and skills)

Open to women and LGBTQIA+ applicants

Mail us your resume/CV at [careers@pcvconline.org](mailto:careers@pcvconline.org)

You may visit <https://pcvconline.org> to know more about us and our work.