



Tata Institute of Social Sciences
(A Deemed University, established under Section 3 of the UGC Act, 1956)
V.N. Purav Marg, Deonar, Mumbai 400088



Project Description: - Saksham (which means “making capable”) is a project of the Tata Institute of Social Sciences funded by the Global Fund since 2008 to support the Ministry of Health and Family Welfare in its fight against HIV and TB. The Saksham project focuses on supporting and strengthening the national response to both HIV and TB, Saksham is a field action project of TISS - Mumbai dedicated to advancing research and public health initiatives in the field of Tuberculosis (TB) in India. With a commitment to eradicating TB and improving the overall health outcomes of communities, we work towards creating impactful interventions and fostering collaborative efforts with stakeholders.

Name of the Post	: Publication and Documentation Officer - Tuberculosis Research and Public Health Response
Location	: Mumbai
Duration	: 12 months (May be extended based on the performance review)
Email ID for sending Application	: vijay.validra@tiss.edu and dean.shss@tiss.edu
Remuneration CTC	: Rs. 1,00,000/ - pm
Last date of Application:	: 31st January, 2024

Key Responsibilities:

1. **Publication Management:** Coordinate the preparation, review, and submission of research papers, articles, and reports for the book on TB. Collaborate with researchers, clinicians, and other stakeholders to gather necessary information for publication and other responsibilities/duties as assigned by the Project Director.
2. **Documentation and Record Keeping:** Develop and maintain a comprehensive and organized system for documenting research activities, findings, and project outcomes. Ensure compliance with relevant standards and guidelines for data management and documentation.
3. **Communication and Dissemination:** Work closely with the communications team to develop materials for the dissemination of research findings to diverse audiences, including policymakers, healthcare professionals, and the general public. Assist in organizing workshops, conferences, and other events to facilitate knowledge sharing and networking within the TB research community.
4. **Collaboration and Networking:** Engage with external partners, institutions, and funding agencies to enhance collaboration and promote the organization's visibility in the TB research and public health landscape.



Essential Qualifications & Experiences:

- Ph.D. in Social Sciences/ Master's degree in Journalism and Literature or in any relevant field (Public Health, Epidemiology, Communications, or related disciplines).
- Proven experience in publication management, documentation, and knowledge dissemination, particularly in the field of Tuberculosis or public health.
- Strong organizational and project management skills.
- Excellent written and verbal communication skills.
- Proficiency in relevant software and tools for document preparation and data management.

How to Apply: Interested candidates should submit a resume, a cover letter detailing their relevant experience, and contact information for three professional references to **vijay.validra@tiss.edu** and **dean.shss@tiss.edu** by **31st January 2024**.

Please include "Publication and Documentation Officer Application - [Your Full Name]" in the subject line.
Deadline for Application: 31st January 2024

Note:

- TISS is an equal opportunity employer. We encourage applications from individuals of all backgrounds and experiences. Join us in making a meaningful impact on Tuberculosis research and Public Health response in India!
- Only shortlisted candidates will be contacted for interviews

Project Director
Saksham
TISS