TATA INSTITUTE OF SOCIAL SCIENCES
(Govt. of India funded Multi-Campus Deemed University under Section 3 of the UGC Act, 1956)
Off-Campus Hyderabad, S.R Sankaran Block
TSIPARD Campus, Rajendranagar, Hyderabad - 500030

TISS HYD/PROJECT SRCW/MAY/2019
Walk-in Interviews for Project Positions

Date and Time: June 14, 11 am
Venue: Tata Institute of Social Sciences, Hyderabad campus
TSIRD, Rajendranagar, Hyderabad - 500030

TISS is a centrally funded public university which operates from four campuses located in Mumbai and Tuljapur in Maharashtra, Guwahati and Hyderabad.

TISS's off-campus at Hyderabad is the knowledge partner of the State Resource Centre for Women (SRCW) with the Department of Women and Child Development, Government of Telangana set up under the scheme of the National Mission for Empowerment of Women (NMEW). The SCRW aims to prepare state action plans on issues related to women, and to ensure implementation of gender sensitive programmes, laws and schemes. It is mandated to work on inter-sectoral issues affecting women by undertaking research, maintaining gender related data, and engaging in training and capacity building programmes for enhanced understanding on women's issues and issues related to women from vulnerable and marginalized communities in particular.

Applications are invited from highly committed and motivated individuals with experience of working on women's issues for the following position in the State Resource Centre for Women, located in the **Directorate, Women Development and Child Welfare, Government of Telangana, Hyderabad**.

This position is to be filled in for a period of **one year and may be extended as per terms of the project**.

1. **State Project Coordinator: One position**

Remuneration: Rs 50,000 p.m.
Essential Qualifications: Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field. Excellent understanding and knowledge of women's issues and policies and programmes of the government, at the National and State level.Minimum experience of 5 years of working on women's issues, with at least 3 years spent in managing and leading projects and teams. Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.

Desirable: Ph.D. in the relevant field. Previous experience of working with the government on policy issues. Previous publications, articles and articles and papers on the area of expertise, with particular emphasis on women.

Job responsibilities:

- Overall responsibility for effective implementation of the mission in the State including ensuring that the SRCW delivers on the objectives of NMEW.
- Prepare the annual work plans for SRCW in consultation with NMEW and nodal department in the State; prepare and submit quarterly, annual progress reports.
- Anchor mechanisms for on-field convergence between different activity areas (social, economic, political and legal) and identify opportunities for convergence with government programmes and schemes.
- Coordinate with various thematic experts in NMEW to implement interventions including IEC, training and capacity building, research studies including impact assessments, midterm reviews, exploratory research etc.
- Organizing meetings of the State Mission Authority (SMA) at least twice a year, putting up agendas, preparations of minutes, follow up on actions taken.

Application fee: The candidates are requested to express their interest in any of the above positions with detailed resume stating education, employment, skills and three references. The application must be accompanied by a bank draft for Rs. 500/- as processing fees, drawn in favour of 'Tata Institute of Social Sciences, Hyderabad campus', payable at Hyderabad. Fees once paid shall not be refunded under any circumstances.

Other Conditions:

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/research institution of repute,
- The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- The post is unreserved, but candidates belonging to SC/ST/OBC/NT/DNT categories are encouraged to apply. The reservations, relaxations and concessions for SC/ST/OBC(NC)/PWD candidates shall be applicable as per Government of India rules.
- No queries or correspondence regarding issue of call letter for interview / selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
- The SC/ST/OBC(NC)/PWD candidates called for interview must necessarily submit the certificate in the format prescribed by the Government of India. OBC candidates are required to submit a certificate regarding his/her 'OBC

status and non-creamy layer status' in the prescribed GoI format duly issued on or after 01/01/2016 by the competent authority.

- The candidate under employment must bring ‘No Objection Certificate’ from their employer to appear for presentation/ interview.
- No TA / DA is payable for appearing for the interview.

The selected candidates are expected to join within 15 days from the date of receiving the appointment letter.

Prof. U. Vindhya May 28, 2019
Project Leader, School of Gender Studies
Tata Institute of Social Sciences, Hyderabad off-campus
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