



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT. REF. NO.TISS/Project Coordinator, January 2018

The Tata Institute of Social Sciences (TISS) was established in 1936 and is a Deemed University wholly funded by the University Grants Commission, Government of India. TISS offers 53 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses for the 2015-2016 batch.

Applications are invited for IMMEDIATE recruitment of “**Project Coordinator**” for the Tata-Cornell Agriculture and Nutrition Initiative (TCI) project at TISS for a period of one year. The position is required basically for the flour fortification project under TCI located at Songadh, Gujarat. The staff hired for the said position will be paid consolidated salary of Rs. 50000 to 55000/- per month depending on the qualification and experience.

The candidate must possess a Master's/MBA Degree and at least 5 years experience of working on agriculture -nutrition projects and specifically on food fortification. Must be willing to relocate to Songadh, Tapi district in Gujarat. Working knowledge of Gujarati will be helpful.

Age not exceeding 35 years.

The position hired will be responsible for

1. Coordination of all field level activities under the flour-fortification project of TCI
2. Planning and implementation of field level activities for all field workers involved
3. Drafting a detailed plan of action for awareness generation activities and implementation of the same
4. Designing of impactful awareness material to display on the field
5. Stock management
6. Coordination with staff of partner organizations involved under the project (NGOs/Institutions / Govt. agencies)
7. Recruitment of field team
8. Design a monthly activity plan for field staff involved
9. Training and capacity building of Self and field staff on regular interval
10. Field level monitoring of each activity under the program and making desired changes, if needed after critical evaluation
11. Designing and maintenance of MIS for better understanding of the outcomes
12. Administration of rapid assessment surveys for field activities and analysis of the same
13. Report writing and presentation regarding the development of the project
14. Submission of quarterly, biannual and annual reports to the partners involved
15. Analysis of the data collected from the field for better achievement of the results

The selected candidate will report to the Associate Director, Tata-Cornell Agriculture and Nutrition Initiative (TCi).

Last date of Receipt of Application: 12 January 2018.

Send your resume and covering letter by an e-mail to tcijobs1@gmail.com.

Interview: The short-listed candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted in the **25th of January 2018** at TISS, Mumbai.

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 reserved categories can apply.
- Applications which do not meet the qualifications given in this advertisement and/or incomplete applications are liable to be summarily rejected.
- 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 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.
- In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).
- The selected candidate has to join within ten days of intimation of selection by the Institute

Project Leader