

Required for Project Chunauti, a rehabilitation Project of TISS. This project has developed a model of working with intellectually Challenged children in institutions in Maharashtra. The project is being upscaled to different states from October 2018 onwards.

1. Programme Manager.

Desired Qualifications: MSW/MA (Sociology)/MA. Human Development/MA Disability

Job Profile:

- a. Manage everyday activities of the project
- b. Plan and strategise activities in the replication state
- c. Coordinate between TISS, the implementing agencies and Government Departments
- d. Ensure that the replication is as per the goals and objectives in line with the Chunauti model
- e. Evaluate and report the activities in the states
- f. Support the implementing agencies in planning and strategising the activities
- g. Develop indicators to monitor the progress in the implementing states
- h. Visit the replications states to monitor the progress of the activities
- i. Maintain records and manage any communication as required
- j. Keep the Project Director informed of all developments
- k. Any other as required

Note: This position requires frequent travel to the replication states.

Required skills: Proficiency in English with good writing skills is a must. Knowledge of Hindi and/or spoken Marathi is essential. Proficiency in computer skills especially MS Word and Excel is essential. Must have a experience of extensive documentation. Research skills are an added advantage.

Experience: minimum 10 years experience of working in the non-profit sector of which, 5 years must be in direct interventions, preferably with children. Experience of working on research projects or with funding agencies will be an added asset.

Salary: Rs. 45,000- 55,000 per month based on experience

2. Administrative Assistant:

Desired Qualifications: B.Com

Job Profile:

1. Managing and maintaining accounts of the project
2. Handling communication
3. maintaining files and records
4. Mainaining data of the project
5. Arranging for meetings, workshops and other programmes
6. Any other as required

Required skills: Proficiency in English is a must. Proficiency in computer skills and accounting is essential. Good communication skills will be an added asset. The candidate must

be able to work independently and coordinate with the various departments and organizations to prepare expense statements, place purchase orders, manage attendance etc.

Experience: minimum 2 years experience of working in the area of accounts, secretarial positions preferably in NGOs.

Salary: Rs 20,000- 30,000 per month based on experience

Terms of Employment for both positions:

- a. The project will begin on October 1, 2018.
- b. Salary will be based on experience and qualifications.
- c. The initial contract will be for 1 year extendable to 4 years based on review of performance.
- d. The employee will not be a TISS employee but a TISS project staff.

Interested persons to apply by email by 15th September 2018 to:

Ms. Parimala Sanagani

Email: parimala.sanagani@gmail.com