

Advertisement for Staff Required for Project Chunauti

Project Chunauti: Project Chunauti, a field action project of the Tata Institute of Social Sciences, works with mentally challenged, orphaned children in the MDC Home Mankhurd. The Project aims at providing these children with opportunities for a dignified life. The model of intervention established through the Project Chunauti will be replicated in all MDC Homes across Maharashtra. The model will be used to develop standards of care and put systems in place for all MDC Homes across Maharashtra.

Project Chunauti, is seeking applications for the following position:

Research and Documentation Officer

Duties and responsibilities:

- Process documentation of all the interventions of the Project
- Preparing reports for various purposes
- Reviewing the progress of children under the project and document the same
- Overlook the expenditure and submission of financial statements to the funder
- Assist the Project Coordinator in the various activities of the project
- Developing Reports/Translation of Reports, Letters and other documents from Marathi to English
- Any other responsibility as required by the Project Director

Required skills: Proficiency in Marathi and English with good reading and writing skills is a must. Proficiency in computer skills and documentation is essential. The candidate should be able to work independently.

Qualifications:

1. The candidate should at least possess a Masters degree in Social Work/Disability Studies/ Sociology.
2. The candidates having 2-3 years of experience in working with children will be preferred. Prior experience of working with mentally challenged children will be an added asset.
3. Prior experience of writing articles/ reports or published work will be an added asset

Location: The Tata Institute of Social Sciences, Mumbai with regular visits to the project site. Occasional travel required to all districts within Maharashtra.

Remuneration: Negotiable based on experience and qualification.

Tenure: The initial contract will be till March 2018 (may be extended up to 5 years based on performance).

Application procedure: Interested candidates may send their CVs Addressed to Ms. Sarita Shankaran, to sarita.shankaran@gmail.com, with the subject- 'Application for the post of Research and Documentation officer for Project Chunauti', before 25th November 2017. Shortlisted candidates will be called for an interview after 25th November 2017.