

Call for Application for Various Posts under the Project on “Assessment of Current Policies, Current budgets to identify Gaps and Opportunities to Better mainstream Gender and Development of training modules and material on Gender budgeting for Government officials”

Project Description

The project is an assessment aimed at locating the progress towards empowerment of women and men in Maharashtra towards a more gender equal state and society. It will explore and bring out the gender transformatory work that has been done so far by the state and based on the findings suggest ways to deepen and build on the existing work being done by about 13 departments of the government. Gender approaches are several and it is significant to locate which ones lead to changes in gender relations and actual transformation, create enabling conditions for women and some men from challenged backgrounds to participate fully in the development of the society and the country. The project will use the IFAD the Gender Transformative Mechanism in the context of Climate Adaptation (GTM) to explore and analyse policies and legislative (national, subnational, local), specifically, gender responsive budgeting in departments of agriculture, dairy farming, labour, environment and climate change, Rural Development, Panchayati Raj, Planning Dept, industry, education, energy and marketing and cooperatives, which are gender responsive or create barriers within livelihood programmes, health, and related sectors,. It will entail desk reviews of government documents, interviews with select government personnel and district level officials in the sampled districts.

Project Positions for the Project

Position	Number of Positions	Remuneration (Rs/Month)	Period of Employment
Research Associate	1	1,50,000	10 months
Research Officers	3	50,000	8 months
Administrative-cum Accounts Officer	1	40,000	10 months

Last Date of Application: 27th Feb 2026

Location of Work: TISS, Mumbai (with travel in Maharashtra)

Job profile for the Position

I. Research Associate:

The Research Associate will help the Project Lead to develop the research plan, develop tools of data collection, collect data, analyse the data and do the draft report writing.

Eligibility Criteria

1. Ph. D. in Social Work/Women's Studies/Development Studies with 2 years fieldwork experience and 3 years research experience specifically on women and development issues, policies and programmes
- Or*
2. M. A. Social Work/Women's Studies/Development Studies with 3 years of direct work in the field and 5 years of research experience specifically on women and development issues, policies and programmes.
3. Fluency in speaking Knowledge of Microsoft tools such as Power-Point, Excel, Word and research analysis tools like SPSS.

4. and writing Marathi and English
5. Having experience of working with state systems specifically in Maharashtra will be considered

Desirable Qualifications

- i. Interested in teaching, research and community practice
- ii. Willing to travel all over Maharashtra
- iii. Good communication skills and facilitation skills

Note: Please send in your application with a detailed CV, 2 reference letters and a short essay on any topic on gender and development (2500 words)

II. Research Officer

Job profile for the Positions

The Research Officers will help the Research Associate to conduct interviews and focus group discussions, analyse the data and support the draft report writing

Eligibility Criteria

1. MA Social Work/Women's Studies/Development Studies with 2 years of direct work in the field specifically with women in urban and rural communities
2. Having experience of working with state systems specifically in Maharashtra
3. Fluent in spoken and written Marathi
4. Good writing skills in English
5. Knowledge of Microsoft tools such as Power-Point, Excel, Word and research analysis tools like SPSS.

Desirable Qualification

- i. Interested in research and community practice
- ii. Willing to travel all over Maharashtra
- iii. Good communication skills and facilitation skills

Note: Please send in your application with a detailed CV and 2 reference letters.

III. Administrative cum Accounts Officer

Job profile:

- Manage & Oversee the daily Operations of the Accounts Department
- Monitoring & analysing accounting data and produce Financial Statements or reports
- Payroll & Statutory related activities
- Audit related activities
- ERP related activities
- Establishing and enforcing proper accounting methods, policies and principles
- Keeping of accounts information confidential and secure them with random database backups
- All Administrative work including Training arrangements, Ticket booking for Domestic travel, Dispatch, Processing of appointments, Extension and No dues etc

Eligibility Criteria

1. Bachelor's degree in any discipline.
2. Work experience with NGO/social sector/academic institution (higher education) for at least 5 years.
3. In-depth knowledge of ERP systems (including Tally, or other PMS applications) and proficient in computer usage, fluency in written English for noting drafting & other official communication purposes.

Preferred Qualification

- i. Good writing skills in English. Good communication and facilitation skills
- ii. Good understanding of relevant software such as Power-Point, Excel, Word etc.
- iii. Preference will be given to women with degree in Commerce/Finance/Business Administration
- iv. Willing to travel occasionally and work beyond office setting with varied groups of individuals, and to work in team with programme & research personnel, train self and others in programme-based financial management.

Please note:

- i. Late applications beyond last date of submission of application will not be entertained.
- ii. Since applications received will be shortlisted, possessing the qualifications and the experience will not ensure an interview call.
- iii. Short listed candidates will be communicated for interview, online and/or offline
- iv. The Institute reserves the right to invite the applications and shortlist any candidate who has not applied but has the requisite qualifications.

Candidates are requested to send their applications through email to: Project lead: Dr Shewli Kumar, **Email:** shewli4@tiss.ac.in

Registrar (Officiating)