

Call for applications:

Internships at the TISS AESDII Initiative National CSR Hub, Tata Institute of Social Sciences (TISS)

No. of Positions: 2

Internship Type: paid (Rs. 10,000 per month)

Location: Mumbai

Duration: 4 months (10th September, 2018 - 10th January, 2019)

About the TISS AESDII Initiative

TISS Assessment and Empanelment Standards for Development Institutions in India (TISS AESDII) incubated at the National CSR Hub, TISS is an initiative to create a model in the development sector in India that seeks to reform and transform relevant stakeholders towards achieving greater convergence, transparency, impact, planning and people centric approaches.

The TISS AESDII has four verticals:

- 1) Assessment frameworks for evaluating not for profit organizations and development programs
- 2) Programme design, Programme development and Support facilitating partnerships with institutional partners
- 3) Research and Knowledge Sharing Network
- 4) Capacity building and training through collaborative knowledge creation processes

Internship at the TISS AESDII, National CSR Hub offers a great opportunity to

- Gain diverse and holistic perspectives, skills, and experience in the Corporate Social Responsibility and Not for Profit sector in India, learn from development practitioners and participate in various aspects of programming in the development sector- like project management, communications and event organization.
- Based out of Tata Institute of Social Sciences, this internship affords space to gather experience on a wide range of thematic areas through evaluations, field research, capacity building workshops and outreach activities

Description of Responsibilities

The responsibilities for these advertised positions include: -

- Undertake evaluation of Not for Profit organizations and/or social sector project proposals
- Data collection, conducting research design, data entry and data analysis

- Report Writing and Documentation
- Documentation and Content Management for Outreach Activities
- Communication and Logistics Support for Workshops, Conferences, Seminars and Conclaves

Requirements

- Qualification: Currently enrolled/ Recent Graduates in a Master's degree/ MPhil /PhD in Social Science(s), Communications, Media studies
- Fluency in research and analysis
- Strong communication (written and verbal) skills
- Proficient in MS Office tools. A general understanding of data analysis soft wares will be advantageous
- Ability to work both independently as well as part of a team
- Ability to think creatively, highly responsible and self-motivated
- Able to work at least 35 hours/week

Note:

Interns will receive a certificate and work experience **only after the successful and satisfactory completion of the four-month internship**

First month of the internship will be unpaid. Depending on the performance evaluation at the end of the first month, internship will be extended for three months and will be payable at INR 10,000 per month

Contact persons for further questions

Ms. Rajisha Vineet, TISS Secretariat

Phone: 022-25525848

Email: tissaesdii@gmail.com

To Apply

Please send your CV along with a Cover Letter and writing sample to tissaesdii@gmail.com

Please mention 'AESDII Internship 2018' in the subject line of your email

Last Date for the receipt of application: Monday, 3rd September, 2018, 5 p.m.

Only shortlisted candidates will be called for an Interview on Friday, 7th September, 2018