



Call for applications:

Internship with TISS AESDII, National CSR Hub, Tata Institute of Social Sciences (TISS)

Position Title: Intern

Scope of work: Outreach, Communication and Documentation

No. of Position(s): 2

Internship Type: Paid (INR 5000/- per month)

Location: Mumbai

Duration: 4 months

Time Commitment: 40 hours a week (approximately)

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 works through 3 verticals:

- TISS AESDII Knowledge Sharing Network (TISS AESDII KSN)
- TISS AESDII Organisation and Project Empanelment Network (TISS AESDII OPEN)
- TISS AESDII Results and Evidence based Advanced Programming (TISS AESDII REAP)

About TISS AESDII IN—TURN AROUND

As part of the TISS AESDII efforts to build capacities of youth and in celebrating new ideas and solutions, TISS AESDII offers a comprehensive and hands-on learning experience to individuals interested in pursuing a career in the development sector through its TISS AESDII IN—TURN AROUND programme. Through the TISS AESDII IN—TURN AROUND Programme, the attempt is not only to merely provide a laboratory for young minds to learn, but also promote an ecosystem for young minds to empower themselves, through self-reflexivity, experiential and exploratory learning. The TISS AESDII IN—TURN AROUND Programme encourages passion, creativity and curiosity to find solutions to personal dilemmas and societal problems. TISS AESDII AESDII IN—TURN AROUND has had interns from across disciplines, competencies and geographies.

Description of Responsibilities:

- Coordinate External and Internal Communications flow including outreach for Training Workshops.
- Assist in creating effective Communication Strategies by Identification, Creative Documentation and Showcasing of stories related to the projects and Sectoral Best Practices.
- Assist with secondary research and desk review.
- Communication and Logistics Support for Training Workshops.
- Contribute to development of Fundraising Communication materials for various needs: electronic and print as relevant for Marketing
- Other duties as required in line with skills, experience and role.

Qualification:

- Currently enrolled in a Bachelors' degree / Recent Graduates (and/or higher) in Communications, Media studies and/or Social Science(s).
- Proficient in MS Office tools. A general understanding of word processors, spreadsheet programs.
- Knowledge of designing software like ADOBE Photoshop is a big plus.
- Fluency in English (written and oral). Knowledge of regional languages will be advantageous.
- Ability to work both independently as well as part of a team.
- Ability to think creatively, highly responsible and self-motivated.

To Apply

Interested Candidates interested in being part of the TISS AESDII IN—TURN AROUND network may write to tissaesdii@gmail.com with a one-page statement of purpose and updated CV with availability of time. Please mention 'AESDII Internship 2019' in the subject line of your email.

Please note:

- Interns will receive a certificate and letter of 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 5000/- per month.
- Internship tenure may be extended based on project requirement and performance. Internship is not a guarantee of employment with the National CSR Hub and/or TISS.
- TISS In – Turn Around is open throughout the year and this is a rolling advertisement. Shortlisted CVs are kept in the TISS AESDII In – Turn Around database and selected interns are contacted on a needs based approach, and depending on mutual interests i.e. requirement of interns for specific projects and availability of relevant candidate(s) during that specific period.
- The first round of interviews for shortlisted candidates will be **conducted on Tuesday, 28th May 2019 through interview (in person/ video-conferencing).**