



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

TISS/ADVT/Project/JTSDS/August 2018

August 2, 2018

Research Positions for a project at JTSDS

Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grants Commission (UGC), Government of India. TISS offers over 50 Masters' Degree Programmes from in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil./Ph.D. Programme. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. TISS offers a very challenging but fulfilling academic environment and opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

The Jamsetji Tata School of Disaster Studies (JTSDS) of the Institute is conducting a study that involves strategic planning for a Corporate Social Responsibility (CSR) project on retention of students in Secondary Schools in Anjar. The project also aims to address issues of education and skill development through programming, collaborative partnerships, innovation and community organizing. The study will begin from mid-August and the draft report is to be ready in two months.

Two positions are to be filled on contract basis initially for a period of two months and may be extended further for 15 days, based on the requirement of the project.

I. Research Officer: One Post

Location: TISS, Mumbai & Kachchh district, Gujarat.

Job description

The incumbent will be working with two faculty members at the Jamsetji Tata School of Disaster Studies and will be required to carry out field research in villages of Anjar and also prepare a detailed report. S/he will then work on a strategy plan under the guidance of the team leader.

Qualifications: M.A/M.Sc in Social Work/Development Studies/ Rural Management/ Education/ allied Social Science disciplines with at least 3-5 years of work experience with expertise in Education/Livelihoods/Entrepreneurship development or adolescents and youth work.

Skills and experience:

- Requires good understanding of qualitative and quantitative research and project deadlines.
- Interest and experience in strategic planning with focus on education, livelihoods and skill development.
- Strong communication (oral and written) skills, Report-writing abilities.
- Expert skills in in-depth interviews and focused group discussions and familiarity with statistical data, data analysis skills

- Strong command over English and conversant in Gujarati.
- Ability to analyze government data and policies on education and skill development and familiarity with best practices in this domain
- Personal traits such as persistence, patience, independent thought, collaboration and self-awareness.

Remuneration: About Rs. 45,000 to 50,000/- per month (commensurate with experience).

II. Programme Assistant : One Post

Location: Anjar, Kachchh district, Gujarat.

As a Programme Assistant, this position is that of the fieldworker's with experience in rural development and requires good language skills in Kutchi/Gujarati. The incumbent will report to a senior researcher who would be based in Anjar.

Job description

- Support the Research Officer (RO)
- Organize meetings in villages (FGDs etc.)
- Data Collection from Panchayat, Block and District Officers or on-line
- Undertake secondary research
- Keep documentation
- Any other tasks given by the Research Team

Qualifications: Bachelor's degree in any discipline such as Social Work, Arts, Rural Development, Education, etc.

Skills:

- Experience in organising and conducting community meetings in rural areas
- Excellent outreach and communication skills and ability to interact with government officials.
- Strong command over Kutchi, Gujarati and can follow English.
- Report-writing.
- Personal skills: self-discipline, openness, enthusiasm, detail-oriented and hard working.

Remuneration: Rs. 7,000 to 10,000 per month (Commensurate with experience).

How to apply: Those interested may send their Cvs to Ms. Aruna Chavan, Secretariat, Jamsetji Tata School for Disaster Studies, TISS, Mumbai (E-mail- arunac@tiss.edu) on or before August 15, 2018 by 5 pm (Ph. 022-25525883).

Note: Only shortlisted candidates would be called for personal interview by phone or e-mail. No traveling expenses would be provided for personal interview.

The selected candidate has to join within 1 week of the selection.

Project Leader