

Position: Project Coordinator

Department: Centre for Social Entrepreneurship, School of Management and Labour Studies, Tata Institute of Social Sciences, Mumbai

Reporting To: Professor In-charge

About Centre for Social Entrepreneurship: Centre for Social Entrepreneurship was set up in 2007 under the School of management and Labour Studies at Tata Institute of Social Sciences, Mumbai. The Centre offers a full time two years Masters Programme in Social Entrepreneurship. To nurture the aspiring social entrepreneurs at TISS, it has also set up an Incubation Centre established under the Innovative Scheme of University Grants Commission. It has created a strong network also successfully setup up rural incubators in partnership with organisations with similar vision. The Centre also helps the corporates in designing innovation CSR models keeping Social Entrepreneurial approach at the core and offers Executive Post Graduate Diploma Programmes in these fields.

Educational Qualifications: Post Graduate in any discipline

Experience requirements:

- a) First Hand experience in planning and executing of research projects will be preferred
- b) Demonstrated research and project management skills
- c) Ability to cultivate, build and maintain strong working relationships with other team members

Job Roles:

- a) Plan and coordinate initiation of research study protocol
- b) Plan, implement, and maintain data collection and analysis systems in support of research protocol
- c) Instruct, and coordinate with State and/or District Coordinators, as appropriate to specific study objectives and work scope
- d) Coordinate the day-to-day activities of the staff engaged in the carrying out of research
- e) Monitor the progress of research activities; develop and maintain record of research activities, and prepare periodic and ad hoc reports, as required by the administrative team
- f) To implement quality control process throughout the conduct of research
- g) Ensure timely compilation and submission of final report to the administrative team

Competencies Required:

- a) Excellent stakeholder management both internal and external

- b) Excellent verbal and written communication skills
- c) Excellent Interpersonal, Presentation and Management skills
- d) Enthusiastic and Self-motivated
- e) Excellent Team worker.

Duration of Engagement: 4 months

Salary: Rs. 40,000 per month (consolidated including mobile and internet data usage)

Start Date of Application: 26th August

Last Date of Application: 20th September

Applications to be sent to: tiss.cse@tiss.edu

Application needs to be accompanied with a one pager SOP (Statement of Purpose)