

Date: **26th February, 2025**

Vacancy for multiple positions at the School of Social Work, TISS, Mumbai

Tata Institute of Social Sciences (TISS), Mumbai is looking for project staff to work on Needs and Impact Assessment Project/s for a short duration of up to 6 months.

This position involves conducting social needs assessment and impact evaluation for corporate houses. Work includes planning and designing of the study, extensive fieldwork, engaging with stakeholders, and report writing/documentation.

Posts: Research Officer - 1 Nos.

Nature of Appointment: Contractual basis

Period of Contract: 3-6 months

Location: Mumbai (with extensive traveling across Maharashtra)

Roles & Responsibilities (Research Officer):

The Research Officer will lead and manage the overall research activities for the CSR projects.

Tasks include:

- Designing the research framework and methodology for CSR projects.
- Developing detailed work plans, timelines, and deliverables for research activities.
- Ensuring that project milestones are achieved according to the planned schedule.
- Developing research tools such as questionnaires, interview guides, and observation checklists.
- Overseeing data collection processes, including surveys, interviews, focus group discussions, and field visits.
- Ensuring the application of ethical standards in conducting research, especially when working with vulnerable populations.
- Analyzing qualitative and quantitative data to identify trends, outcomes, and impact.
- Drafting comprehensive reports

- Conducting regular team meetings to ensure smooth coordination between administrative and research activities.
- Liaise with key stakeholders such as project beneficiaries, community leaders, implementation partners, and/or government agencies.
- Oversee administration and finance related to the project

Posts: Research Assistant - 2 Nos.

Nature of Appointment: Contractual basis

Period of Contract: 3-6 months

Location: Mumbai (with extensive traveling across Maharashtra)

Roles & Responsibilities (Research Assistant):

The Research Assistants will support the Research Officer in executing fieldwork, data collection, and initial analysis. They will be responsible for day-to-day research activities and assist in maintaining the quality of data gathered. Tasks include:

- Assisting in the development of research tools like surveys and interview guides and conducting pilot study
- Conducting field visits to collect primary data through interviews, focus group discussions, and household surveys.
- Ensuring the accuracy and reliability of the data collected, including verifying the authenticity of field data.
- Assisting in data entry, cleaning, and preparation for analysis.
- Maintaining records of interviews, survey responses, and field observations.
- Helping in coding qualitative data and entering quantitative data for statistical analysis.
- Providing summaries of key findings for use in reports and presentations.
- Coordinating logistics for field visits, including scheduling interviews and meetings with stakeholders.

- Assisting the Research Officer in ensuring that the research activities are on track and well-organized.

Requirements (for both positions):

- A minimum degree of Master in Social Work. Preference will be given to M.Phil./ Ph.D scholars
- Looking for self motivated individuals who can work independently
- Good ability in speaking and writing English
- Proficiency in Marathi and Hindi (speaking and comprehension)
- Ability to work effectively in teams as well as independently
- Familiarity with the use of MS Office, emails, and other ICT tools
- Willingness to travel across states for field visits and work in extreme weather conditions of remote areas
- Preference for persons with prior experience in the field of Corporate Sustainability/CSR
- Candidates residing in Mumbai will be given preference

Salary range (for both positions): Rs. 30,000 - 50,000

Post: Program Assistant - 1 Nos.

Nature of Appointment: Contractual basis

Period of Contract: 3-6 months

Location: Mumbai

Requirements:

- Minimum postgraduate degree with knowledge of finance and accounts
- Proficient in administration with familiarity in working in an academic institution.
- Need to have the ability to coordinate with the programme team, accounts and administration and handle logistics
- Flexible to travel to the field as well to support the Research team

Roles & Responsibilities:

Tasks include:

- Managing the overall administration of the project, including scheduling, budgeting, and procurement of materials.
- Maintaining project documentation, such as contracts, invoices, receipts, and correspondence.
- Organize travel arrangements for research staff, including transportation, accommodation, and field visit itineraries.
- Ensure the availability of necessary equipment and supplies for research activities.
- Monitoring and tracking the project budget in coordination with the finance team.
- Assisting in the preparation of financial reports for the project.

Salary range: Rs. 15,000 - 25,000.

The terms listed above may be relaxed in exceptional circumstances. Only shortlisted candidates will be invited for an interview.

The last date for receipt of applications by email: **4th March, 2025**

Other conditions:

- The Institute reserves the right to relax the qualifications and working conditions of the candidate based on work experience and to relax the age of persons already holding comparable positions in a University/Research Institution of repute.
- The Institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
- Since applications received may be short-listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.

- The post is unreserved, but candidates in the reserved category can apply. No queries or correspondence regarding the issue of a call letter for the interview/selection of candidates for the post will be entertained at any stage, and canvassing in any form is strictly prohibited. It will lead to the candidate being debarred from consideration for the post.
- No TA/DA is payable for appearing for the interview
- In case of any inadvertent error in the advertisement and in the recruitment process, which may be detected at any stage, even after issue of the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

Application process and interview:

1. Interested candidates are requested to send their resume to: **sswonline@tiss.edu**
2. Shortlisted Candidates will be informed **over email** to appear for the Interview in person.

Note: The selected candidate has to join within 7 days of the selection intimation.

Project Leader: Dr. Bipin Jojo, School of Social Work