



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

No. ADMN/WGDC/FEB/2023

03 February 2023

Call for Applications for the Post of Programme Officer (Women and Gender Development Cell)

1. General Information

- a) [The Tata Institute of Social Sciences \(www.tiss.edu\)](http://www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.
- b) With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. programmes.
- c) Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.
- d) The Women and Gender Development Cell (WGDC) of TISS works towards ensuring sensitisation and awareness amongst all members of the TISS community regarding gender inequality and sexual harassment. The WGDC also ensures overall support for persons with sexual and gender non-normative expressions as per the UGC guidelines of 2015 and develops mechanisms to sensitise and work with the TISS community on such issues.

2. Post Advertised with Scale of Pay/Remuneration & Last Date for Application

- a) Applications are invited for one post of 'Post of Programme Officer (Women and Gender Development Cell)' to be filled on Contract Basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.
- b) Monthly Remuneration: Rs. 40000 to 45000 (Commensurate with educational qualification and work experience)
- c) Last Date of filling of Online Applications: 15.02.2023.

3. Job Description

Programme Officer who will be based at Mumbai. The Programme Officer will provide services to support WGDC and the Internal Committee at TISS in assisting in planning, management and implementation of programmes in the institute. The Programme Officer may have to travel across TISS campuses and ensure good coordination and plan implementation across TISS campuses. The Key Roles and Responsibilities of the Programme Officer will be as below.

- e) Support the Chairperson and Members of WGDC in implementing policies related to gender justice across TISS campuses.
- f) Support and plan gender awareness activities (Prevention and Prohibition of sexual Harassment) in the four campuses of TISS.
- g) Liaise with student communities and representatives, as also teaching and non-teaching staff on campus to take forward gender awareness activities.

- h) Participate in promoting increased awareness about gender issues in different schools, centres, project and departments into their curriculum, plans, programmes and projects within the institute.
- i) Liaise with the members of the committee at Mumbai campus and other three campuses and provide administrative, logistical and technical support, as also support to the Committee's work.
- j) Prepare reports of ICs, minutes of meetings, workshops, visits etc.
- k) Draft and finalise work plans and budgets of WGDC.
- l) Performing other relevant duties as required.

4. Essential Qualification & Experience:

A Master's Degree in Social Work, Gender Studies or Gender and Law. A good academic record with at least 55% or B+ in the academic 10 point grade scale.

Applicant should have at least two years of professional experience of working on gender issues or crime against women in India.

The preference may be given to the candidates having -

- Good understanding of the laws and policies of India, with special reference to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, UGC Guidelines 2015, Vishakha Guidelines, Saksham Report etc.
- Comprehensive knowledge about different intersectionalities of gender, caste, class, race etc. operating in the current scenario of India
- Personal flexibility and high motivation
- Excellent communication and good rapport building skills in Hindi and English
- Good skills in Microsoft Office
- Experience in managerial work, taking initiatives and working in teams

5. Application fee

The application fee of Rs. 500/- be paid on-line. The application fee for SC/ST/PWD candidates will be Rs. 125/- if they attach the required certificate to the online application form. The women applicants are waived from the payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid shall not be refunded under any circumstances.

6. Other Conditions

- a) The Institute reserves the right to relax qualifications of the candidate based on the work experience.
- b) 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.
- c) 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.
- d) The post is unreserved, but candidates belonging to reserved category can apply.
- e) No queries or correspondence regarding issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
- f) The candidate under employment must bring 'No Objection Certificate' from their employer to appear for interview.

7. Application process and interview

- a) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).
- b) The candidates are requested to apply online through the link **(Apply Now)** provided along with this advertisement on the Institute's website at www.tiss.edu.
- c) The candidates are requested to take a print of the acknowledgement of the online application and keep it for future reference.
- d) Only shortlisted candidates will be informed by e-mail/mobile phone to attend interview.
- e) The selected candidate has to join within 15 days of intimation of selection.

**Sd/-
Officiating Registrar**