

Recruitment Notice

Date: 09/09/2021

Call for applications for the position of ‘Research Officer’ under GRRIPP micro research project:
“Infusing Gender Consciousness in Disaster Pedagogies: A Systematic Gender Audit & Review towards Developing Intersectional Disaster Management (DM) Curriculum”

The Jamsetji Tata School of Disaster Studies (JTSDS) is looking for highly motivated, versatile and competent professionals for its ‘**Infusing Gender Consciousness in Disaster Pedagogies: A Systematic Gender Audit & Review towards Developing Intersectional Disaster Management (DM) Curriculum**’ project

Name of Position: Research Officer (Full time position)

Number of Position: 1

Period of Engagement: 5 months (September 2021 to January 2022)

Qualification: Master's degree (Social Sciences, Humanities, Geography etc)

Location: Remote

Competencies:

- Research Methodology
- Referencing and plagiarism checks
- Report writing
- Knowledge or Experience in Disaster Management/Climate Change preferred
- Should be able to join immediately

Key Roles and Responsibility:

- Plan and coordinate initiation of research study based on agreed protocol
- Provide research assistance to the project team (Review of Literature etc).
- Coordinate the day-to-day activities of the team engaged in the carrying out research.
- Rapporteur and documentation support during workshops and consultations organized.
- Plan, implement, and maintain data collection in support of research protocol.
- 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.
- To implement a quality control process throughout the conduct of research.
- Ensure timely compilation and submission of final report to the administrative team.

Consolidated Remuneration: 35,000 INR per month

About Jamsetji Tata School of Disaster Studies (JTSDS):

The Jamsetji Tata School of Disaster Studies was established in 2006 as an independent centre (The Jamsetji Tata Centre for Disaster Management- JTCDM), consolidating more than 60 year of TISS experience and expertise in disaster relief, response and policy advocacy. JTCDM was elevated to the status of a School in 2015 with the following three centers : Centre for Disaster Management, Centre of Disasters and Development, and Centre for Geo-informatics. The key domains of the school's work towards shaping disaster discourse are: Capacity Building, Research, Field Action and Policy Advocacy.

Last date of application: 15th September, 2021

How to Apply:

Please apply for the positions by filling out the Google Form by clicking on the link below:

https://docs.google.com/forms/d/1XdMEkSgRd6nqcY8oJLXWUcaVEBwFfOTpcm_SXNQ435Y/edit

Note:- Kindly submit the form only after uploading the following attachments:

1. **Curriculum Vitae** (Format: .pdf file. Title: 'CV_candidate's name_name of the position applied to.'
2. **Cover Letter/EOI** (1 page write-up addressed to the Project leader mentioning why you feel you are suitable for the role; Format: .pdf file. Title: 'CL_candidate's name_name of the position applied to.')

Kindly note that if the application does not follow the above format or is missing a document, it will not be considered for evaluation.

Project In-charge:

Ms. Dr. Jacquleen Joseph
Chairperson and Professor
Department of Disaster management

Co-Project In-charge:

Ms. Lavanya Shanbhogue Arvind
Assistant Professor
Department of Disaster and Development

For more information/support wrt the recruitment process please write to us at
recruitment.JTSDS@gmail.com

Recruitment Notice

Date:09/09/2021

Call for applications for the position of ‘Documentation Officer’ under GRRIPP micro research project:

“Infusing Gender Consciousness in Disaster Pedagogies: A Systematic Gender Audit & Review towards Developing Intersectional Disaster Management (DM) Curriculum”

The Jamsetji Tata School of Disaster Studies (JTSDS) is looking for highly motivated, versatile and competent professional for its **‘Infusing Gender Consciousness in Disaster Pedagogies: A Systematic Gender Audit & Review towards Developing Intersectional Disaster Management (DM) Curriculum’** project.

Name of Position: Documentation Officer (Part-time, target driven position)

Number of Position: 1

Period of Engagement: To work across project period of 5 months from September 2021 to January 2022

Qualification: Master's degree (Social Sciences, Humanities, Geography etc)

Location: Remote

Competencies:

- Research Methodology
- Referencing and plagiarism checks
- Report writing
- Knowledge or Experience in Disaster Management/Climate Change preferred
- Should be able to join immediately

Key Roles and Responsibilities:

- To monitor the documentation work of Research Officer(s)
- To support the finalization of guidelines and reports prepared by the Research Officer(s)

Key Deliverables:

1. Attending all the consultations and review meetings
2. Submission of final report to the administrative team.

Remuneration: 35,000 INR to be released on successful completion of each deliverable listed above.
Consolidated remuneration for the role is INR 70,000/-

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