

Date: 1st December, 2023

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

TISS is a centrally funded public university which operates from four campuses located in Mumbai and Tuljapur in Maharashtra, Guwahati and Hyderabad; and has expanded its education, training, research and outreach activities in several other states as well. The CSR Impact Assessment Project is looking to hire for a few approved positions for a short duration of maximum up to 6 months.

This position involves conducting social impact evaluation for a corporate house and requires extensive fieldwork, engaging with stakeholders along with research designing and report writing.

Posts: –

Research Officer - 1

Research Associate - 1

Research Assistant - 2

Nature of Appointment: Contractual basis

Period of Contract: 3-6 months

Location: Mumbai with extensive traveling across the country

Requirements:

- A minimum degree of Masters in Social Work. Preference will be given to M.Phil./ Ph.D scholars
- Good ability in speaking and written English
- Proficiency in Oriya, 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 the 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

Salary range: Rs. 30,000 - 50,000 (consolidated and per month)

Post: Program Assistant - 1

Nature of Appointment: Contractual basis

Period of Contract: 3-6 months

Location: Mumbai

Requirements:

- Minimum postgraduate degree
- 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.

Salary range: Rs. 15,000 - 25,000 (consolidated and per month)

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: 15th December, 2023.

Other conditions:

- The Institute reserves the right to relax qualification and working conditions of the candidate based on the work experience and to relax age in the case 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 belonging to reserved category can apply. 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

- No TA/DA is payable for appearing for the interview
- 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).

Application process and interview:

1. Interested candidates are requested to send their resume to: sswonline@tiss.edu
2. Shortlisted Candidates will be informed over e-mail and/or phone to appear for the Interview in person.

Note: The selected candidate has to join within 10 days of the intimation of selection.

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