



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

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ANNOUNCEMENT

The Tata Institute of Social Sciences (TISS) was established in 1936 and is a deemed university fully funded by the University Grants Commission, Government of India. TISS offers over 50 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. Masters' programmes are offered in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies. TISS is a research university with M. Phil. and Ph. D. programme and basic and applied research in a range of areas. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between education, research, field action and dissemination. The Institute provides significant space and resources for basic and policy research; and has research collaboration with some of the best universities and institutions across all continents.

The National CSR Hub, Tata Institute of Social Sciences, established in 2010, provides diverse services to public and private sector companies such as assisting companies in formulating CSR policies aligned to their business frameworks, facilitating companies in creating CSR programmes and action plans for implementation and undertaking need assessment studies, baseline surveys, impact assessment studies, monitoring and evaluation, mid-term evaluation studies, on-site training, etc.

TISS invites interested candidates to apply for following positions in National CSR Hub. The posts will be on contract basis for the period specified along with the post which may be extended based on the performance and the total monthly remunerations may vary based on the qualifications, skills and years of experience.

Positions

- I. Senior Programme Officer- (Two posts)**
Monthly remuneration: Rs. 60,000/-
Tenure: 12 months, extendable

Essential Educational Qualification and Work Experience: Good academic record with PhD/MPhil/Master Degree in Social Work/Social Sciences and minimum three years' experience in handling research projects.

Desired Qualification:

- Effective communication and networking skills
- Knowledge of Excel and statistical software
- Good report writing skill
- Proven expertise in working and leading a team

Key Roles and responsibility:

- Manage projects and team members
- Preparing project proposals for research studies
- Data management and analysing the data
- Report writing and editing
- Client management
- Responsible for the client interaction and should be ready to travel to study locations whenever required.
- Sr. Programme Officer will report to Project Managers

II. Programme Officer– (Four posts)

Monthly remuneration: Rs.45,000/- to Rs. 50,000/-

Tenure: 12 months, extendable

Essential Educational Qualification and Work Experience: Good academic record with Master Degree in Social Work/Social Sciences and minimum one/two year(s) experience in project management.

Desired Qualification:

- Manage project and team
- Preparing project proposals for research studies
- Data management and analysing the data
- Report writing and editing
- Client management
- Field visits
- Programme Officer will report to Sr. Programme Officer

III. Asst. Programme Officer– (Three posts)

Monthly remuneration:Rs.40,000/- to Rs. 45,000/-

Tenure: 12 months, extendable

Essential Educational Qualification and Work Experience: Good academic record with Master Degree in Social work/Social Sciences and minimum one years experience in project management.

Desired Qualification:

- Effective communication and networking skills
- Knowledge of Excel and statistical software
- Good report writing skill
- Proven expertise in working and leading a team

IV. Administrative cum Account Assistant– (One post)

Monthly remuneration: Rs.20,000/- Rs. 25,000/-

Tenure: 12 months, extendable

Essential Educational Qualification and Work Experience: Good accounting knowledge with B.Com Degree and minimum 2 years of experience.

Desired Qualification:

- Computer knowledge (MS office/ Open Office)
- Knowledge of accounting software (Tally)
- Basic Reading and Writing skill in English

GENERAL CONDITIONS:

The first two months will be an assessment period for the new employee to understand the skill and quality of work. If CSR-Hub finds the performance of the employee to be satisfactory and find the employee to be suitable for the job, CSR Hub confirms the Appointment.

The Institute reserves the right to: (a) relax any of the requirements with reference experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, in a University/research institution of repute, (b) invite persons for interview who may not have applied for as per the above procedure, (c) to fill up vacancies arising, (d) not to fill up any of the vacancies advertised; (e) since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience shall not entitle a person to be called for written test, making presentation and interview, wherever applicable; (f) no correspondence nor telephonic/electronic query will be entertained from candidates regarding postal delays, conduct and result of written test/presentation/interview and reasons for not being called for written test, presentation and interview. Canvassing in any form and at any stage of the recruitment processes will lead to disqualification. The employee should be ready to travel across India as and when required by the authorities. The short listed candidates will have to appear for interview in person and selected candidates may be called for written test, making presentation.

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).

Applications which do not meet the qualifications given in this advertisement and/or incomplete applications are liable to be summarily rejected.

The eligible and interested persons may apply on-line in the format available in the University website www.tiss.edu.

The last date for receipt of application is 25.11.2017.

Prof. S. Parasuraman
Director, TISS