



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

Project Staff Required for an Assessment Study in Kerala

Project Name: Study to formulate a conceptual framework for drawing a comprehensive special package for the development of Ockhi affected fisherfolk in Kerala

Project Duration: 6 months (Expected Start Date End of January / Start of February 2019)

Date of Notification: 11 January 2019

Last Date of Receipt of Applications: 24 January 2019

Vacancies to be filled:

Sl. No.	Position	No.	Duration	Location
1.	Research Associate	1	6 months	Mumbai
2.	Research Officer	1	4 months	Kerala
3.	Research Assistant	6	3 months	Kerala
4.	Administrative Assistant (Part-time)	1	6 months	Mumbai

1. Research Associate

Terms of Reference:

- Overall coordination and supervision of the Research Project
- Preparing the plan for data collection; both primary and secondary data
- Prepare the tools of data collection in consultation with the Project Directors
- Undertake necessary review of literature
- Compile and collate all the data and relevant information
- Analyse the field data; both qualitative and quantitative
- Organise the Consultation Meetings with officials of Government of Kerala and TISS
- Assist the Project Directors in Report Preparation
- Coordinating the dissemination workshops
- Any other tasks assigned by the Project Directors

Qualifications, Experience and Skills

PhD and Masters in any Social Science discipline

Independent Research Experience for at least two years

Good writing and communication skills in English

At least two publications (Research Reports will also be considered)

Ability to handle research project and team

Proficiency in MS Office, SPSS and Atlas ti

(Any of the conditions may be relaxed for exceptionally good candidates)

Remuneration: Rs.50,000/- per month (Exceptionally good candidates may get a higher pay)

2. Research Officer

Terms of Reference:

- Supervision and monitoring of Research Assistants
- Interviewing Key Informants (Govt officials and other actors)
- Collect Secondary data from Government Departments and other sources
- Preparing the Interview summary and documentations
- Organising the fieldwork and ensuring the logistics are in place
- Perusal and summarisation of secondary data
- Preparing periodical summary of field work by self and research assistants
- Any other tasks assigned by the Project Directors or Research Associate

Qualifications, Experience and Skills

Masters in any Social Science discipline

Independent Research Experience for at least one year

Good skills in coordination and team work

Good reading writing and communication skills in English and Malayalam

Willingness to travel extensively and live in moderate conditions

Proficiency in MS Office

Remuneration: Rs.40,000/- per month (Exceptionally good candidates may get a higher pay)

3. Research Assistant

Terms of Reference:

- Conducting Focussed Group Discussions (FGDs) in Villages
- Conducting a few Individual Interviews
- Preparing the summary of FGDs and Interviews

- Collection of secondary data from Panchayats, Fisheries Department and other Government and non-governmental sources
- Submission of complete field level data
- Any other tasks assigned by the Project Directors, Research Associate or Research Officer

Qualification, Experience and Skills

Masters degree preferred in any social science discipline

Experience of data collection particularly conducting FGDs and individual interviews

Good reading writing and communication skills in Malayalam and English

Willingness to travel extensively and live in moderate conditions

Working knowledge of MS Office and Internet

Remuneration: Rs.30,000/- per month (Exceptionally good candidates may get a slightly higher pay)

4. Administrative Assistant

Terms of Reference

- Manage the project documents and filing
- Organise the travel, material and logistics related to the project
- Maintain project accounts
- Liaising with various sections and departments in TISS
- Managing the project related communications through email and telephone
- Any other work assigned by the Project Directors and Research Associate

Qualifications, Experience and Skills

Bachelors degree in any discipline

Experience of Office management for at least one year

Good working knowledge of Computer, Internet and Emails

Remuneration: Rs.20,000/- per month (Exceptionally good candidates may get a slightly higher pay)

Interested candidates may please send their CV along with a covering letter indicating their suitability to the position applied for by 24th Jan 2019 to ockhiproject@gmail.com

Project Directors