

Tata Institute of Social Sciences, V.N.Purav Marg, Deonar, Mumbai, Maharashtra- 400088

Vacancy Notification for Project Positions

Date: 2.7.2023

Advertisement No: TISS_2.7.2023

Tata Institute of Social Sciences (TISS), Mumbai, a premier Research and Teaching University in Social Sciences, invites applications for vacancies for a multi-country project on 'Disrupting the cycle of Gendered violence and poor mental health among migrants in precarious situations'. The project is recruiting for the following positions:

- 1) Project Coordinator (1 position)
- 2) Senior Research officer (1 position)
- 3) Research Assistant (2 positions)
- 4) Admin and Accounts assistant (1 position)

Required qualifications and details are given below:

1. Name of the position: Project Coordinator

Duration: Three years

Remuneration: Rs. 79000/-

Details of job the Profile:

- Taking lead on overall planning, coordination and execution of the project activities conducted by the TISS team and associated teams in India, as well as teams across other countries
- Overseeing the project's day to day activities such as training, research, reports, publications and communication at various stages of the project for the smooth functioning of the project
- Organising and conducting regular team meetings (with TISS team and teams across sites) and Supervising the work of TISS team members
- Managing internal and inter-team communication, being responsible for project related social media communication

- Managing administration and accounts related supervision and coordination
- Writing reports and maintaining documentation related to the project
- Coordinating with TISS finance and personnel team and handling funder related communication and requirements
- Any other work as assigned by the Project Director

Required Qualifications and Experience:

- Completed MA/PhD from any of the disciplines such as public health, Development studies, Social work, Mental health from a recognised university
- At least 3-5 years of experience of leading research and intervention projects in leadership/coordination/supervisory position related to issues of migration
- Possess good writing and communication skills in English and good knowledge of Hindi, should also have experience of managing project related social media communication
- Proficiency in the use of computers for the purpose of documentation, data analysis and also proficiency in the use of virtual platforms
- Relevant expertise in report writing and publications (academic and community)
- Experience in research (data collection, analysis, and writing)
- Willingness to travel
- Candidates with experience of coordination of multi-site/country projects will be preferred

2. Name of the Position: Senior Research Officer

Duration: 3 years

Remuneration: Rs. 69000/-

Details of job the Profile:

- Plan, coordinate and oversee all the research activities undertaken by the project
- Conduct Review of literature and secondary research
- Conduct trainings for research team

- Oversee data collection and coordinate for the same
- Undertake data analysis and generate results
- Generate reports, academic publications, media content and knowledge products based on the project requirements, also manage communication related to research project
- Coordination with the team and across sites to manage deliverables under the project
- Organizing research meetings and maintaining minutes
- Any other work as assigned by the Project Director

Required Qualifications and Experience:

- Completed Masters degree in any of the disciplines such as public health, Development studies, Social work, Mental health from a recognized university
- At least 3-5 years' experience of leading research projects in the area of migration studies
- Research experience of collecting and analyzing primary and secondary data related to migration issues (and preferably its intersections with violence, health and mental health)
- Possess good writing and communication skills in English and Hindi, should also possess research communication skills
- Proficiency in the use of computers for the purpose of documentation, data analysis and also proficiency in the use of virtual platforms
- Relevant expertise in report writing and academic publications
- Willingness to travel
- Candidates with experience of research coordination of multi-site/country projects will be preferred
- Candidates with prior publications in the relevant area will be preferred

3. Name of the position: Research Assistant (2 positions)

Duration: 2 years

Remuneration: Rs. 54000

Details of job the Profile:

- Conduct Review of literature
- Data collection and involvement in data analysis and reports and publications based on the same
- Assistance in generating reports, academic publications, media content and knowledge products based on the project requirements

Required Qualifications and Experience:

- Completed Masters from any of the disciplines such as public health, Development studies, Social work, Mental health from a recognised university
- At least 2-3 years' experience of research projects in the area of migration studies
- Research experience of collecting and analysing primary and secondary data related to migration issues (and preferably its intersections with violence, health and mental health)
- Possess good writing and communication skills in English and Hindi
- Proficiency in the use of computers for the purpose of documentation, data analysis and also proficiency in the use of virtual platforms
- Relevant expertise in report writing and academic publications
- Willingness to travel

4. Name of the position: Admin and Accounts Assistant

Duration: 3 Years

Remuneration: Rs. 29000/-

Details of job the Profile:

- Managing administrative and accounts related activities and documentation
- Coordination with TISS team and teams across sites for the same
- Coordinating with TISS administration, personnel and accounts section on an ongoing basis
- Managing administrative tasks including attendance

Required Qualifications and Experience:

- Have completed a B. Com degree and at least 02 years of experience in managing

Administration, finance and accounts

- Willing to travel daily to TISS Mumbai campus office
- Candidates with previous experience of working with international projects will be preferred
- Possess good writing and communication skills in English and Hindi
- Have proficiency in the use of computers

Other Terms and Conditions: -

- Qualifications should be from recognised Institutions/Universities only
- Candidates must bring experience certificates for prior work and the Experience certificates should clearly state the nature of work during the period of employment
- Candidates must share names and contact details of two referees
- All posts are Contractual and likely to continue till the completion of the Project.

Instructions to the candidates:-

1. The candidates are required to send their CVs to email id: aparna.joshi@tiss.edu
2. Candidates applying for the post should mention the name of the position in the subject line.
3. The Last date for application submission is 20th July, 2023
4. The Eligible and shortlisted candidates will be notified about the date and time for the online interview.

Project Director: Dr. Aparna Joshi