

Prime Minister's Rural Development Fellows Scheme

Tata Institute of Social Sciences (TISS) invites application for the position of Programme Officer under the Prime Minister's Rural Development Fellows (PMRDF) Scheme, a project under the Ministry of Rural Development, Government of India. The PMRDF Scheme extends Fellowship to young and talented individuals to work in some of the remote and conflict-affected parts of the country to address developmental deficits in close coordination with the district machinery.

PMRDF-Programme Officer

This is a Programme Officer position that coordinates academic work and field activities of the PMRDFs. This position demands extensive research work and also the candidate must have strong inclination to work in a diverse and difficult field situations and with multi stakeholders.

Educational qualification: M.A. / M.Sc./ M. Phil/ in Social Sciences/ Statistics/ Development Studies or related fields with minimum 2 years of experience in development sector. Skills in IT, action research, training and data transformation are preferred.

Core Competencies

1. Managerial and Leadership Skills
2. Proficiency with Communication Skills to manage a multi stakeholder project
3. Collaboration and Networking skills
4. Ability to work in team with compassionate attitude towards others
5. Ability to plan, organize, prioritize and implement work flow.
6. Familiarity and ability to use statistical softwares
7. Knowledge of the local language (Telugu and/ Oriya) is highly desirable.

Roles and Responsibilities

The Programme Officer is responsible to,

1. Organize and provide field related supports to the Fellow across the three states of Andhra Pradesh, Telengana and Odisha
2. Provide all necessary administrative support to the programme in coordination with the faculty members under the PMRDF programme
Organize meeting and help in providing logistical support to various programmes held as apart of the programme.
3. Coordinate efforts of academic, field and system mentors engaged in the program.
4. Write, review and produce documents and research materials based on the process and specific research assigned.
5. Manage MIS, facilitate dialogue and process of learning.

Position: 1

Period of engagement: The contract is for a period of **One Year**. Given that funding is linked to a project of Ministry of Rural Development, Government of India, extension will depend on the continuation of the programme and performance of the candidate.

Location: TISS, Hyderabad

Remuneration: Contractual payment Rs.35,000 to 40,000/ per month (Based on Experience and Qualification).

Interested candidates can send your CV at pmrdf.fellows@tiss.edu (not more than two pages) by 8th August 2016.