

Vacancy: Programme Assistants

The Certificate Course in Social Accountability and Social Audit Programme (MGNREGA) is a collaboration of Ministry of Rural Development, National Institute of Rural Development and Panchayati Raj and Tata Institute of Social Sciences (TISS).

We are looking for two Programme Assistants who are willing to join immediately. The candidate should have a minimum of a bachelor's degree in social sciences, preferably in Social Work. Proficiency in multiple languages will be an added advantage.

The core responsibilities of the Programme Assistant would be:

1. Coordination of assessments in 28 states
2. Assisting the team with analyzing, coding of assessments
3. Maintaining regular correspondence with various stakeholders of MGNREGA social audit in each state
4. Updating programme-related database
5. Assisting the team with the day-to-day functioning of the programme

Start date: Immediately

Duration: up to 30th June 2017, with possibility of extension

Consolidated Salary: Rs. 25, 000 per month

Programme Location: Centre for Community Organisation and Development Practice, TISS Mumbai, with possibility of travel all over India

Interested candidates should email their CVs before 10th Feb 2017 to sa.tp@tiss.edu with subject: Application for Programme Assistant.