

**TISS Project Based Position/Centre for Excellence in CSR/Advertisement
WALK IN INTERVIEW FOR PROGRAMME OFFICER**

Programme Officer, Centre for Excellence in CSR,
Tata Institute of Social Sciences (TISS)

Programme Officer (Project Based)						
Sl. No.	Position Title:*	No. of Position (s)	Scope of work:	Duration	Salary	Location
1	Programme Officer	1	- Co-ordination with the funding agency and the implementing partner - Research on National and Global Development Issues - Conducting field visit for project evaluation - Data Analysis and Report writing	Programme Officer 6 months (February 2020 - July 2020) Likely to be extended thereafter based on performance of the candidate	INR 55,000/- per month (all inclusive)	The candidate will be deputed at a partner organisation in Mumbai three days a week and rest of the days needs to work from TISS Mumbai

** Detailed description of responsibilities and required qualifications are mentioned below:*

Qualification and Experience	- Master's degree in the Social Sciences with knowledge in research methodology. - Prior experience in managing CSR/Development projects is mandatory. - Good writing skills and proficiency in MS Office especially Excel and Powerpoint. - Knowledge of data analysis software. - Fluency in English (written and oral). Knowledge of regional languages will be advantageous. - Ability to work with the corporate partners as well as with the research team at TISS. - Candidates should be able to deliver the duties in the time bound manner.
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WALK IN INTERVIEW DETAILS

Venue: Tata Institute of Social Sciences
M.S. Gore Building, 10th Floor, Room No.1009
New Campus

Date : 14th Feburary, 2020 (Friday)

Reporting Time: 09.00 a.m.

Documents required at the time of Interview:

1. Resume
2. Photocopy of Academic Record and Experience Letter

For query: Please contact 022-25525849 (02.00 p.m. to 06.00 p.m.)

Approved for uploading on TISS website, with immediate effect:



4/2/2020

Prof. S. Siva Raju
Chairperson, Centre for Excellence in CSR
Tata Institute of Social Sciences