

Recruitment for Project Coordinator
TURN Project, Centre for Urban Policy and Governance, TISS Mumbai

August 21, 2018

Details: Full-time position, based out of Mumbai for 2 years, starting September 2018

The Role:

The Centre for Urban Policy and Governance (CUPG), at TISS Mumbai is looking for a dynamic and self-driven person to fill in the role of a Project Coordinator under the TURN project (Tacit Urban Research Network). The objective of this collaborative urban research project, spanning four institutional partners – Centre for Policy Research (Delhi), Hyderabad Urban Lab, Indian Institute of Human Settlements and CUPG, is to develop and develop tacit knowledges of the urban in order to inform and influence inclusive policy frameworks.

The candidate should be highly organised, familiar with implementation and coordination of large research projects with multiple partners. The candidate should have demonstrated abilities to coordinate across several different teams, tasks and projects simultaneously and be able to organise efficiently the work along a project schedule. [S]he must be able to facilitate and enable coordination across the different components and teams within the project at CUPG, TISS and simultaneously coordinate with our other institutional project partners. The position also requires the candidate to assist in writing reports to funders, conduct documentation of research, maintain financial records and liaise with the finance and accounts division of the institution, facilitate and support with organisation of events and workshops, and supervise interns.

The person will have to be based out of Mumbai. The position is for a period of 2 years starting in September 2018.

Qualifications and skills:

A Masters degree in social sciences, the candidate will have (research) project management experience and skills, and a good command over written English and excellent communication skills. Candidates should therefore be able to learn and work in a multi-disciplinary team and have considerable independent organising capabilities. The ideal candidate will have had consolidated experience working in government projects, NGO sector or academic think tanks in the capacity of a project coordinator, ensuring the efficient use of resources, maintaining records of project finances and managing project deadlines. Knowledge or research interest in the urban development sector will be an added advantage. Above all, the candidate should have excellent communication, relationship management, team-building and interpersonal skills.

Specific Tasks involved:

- Coordination and communication between project team member such as preparing agendas, sending invites for project meetings, arranging logistic for meetings, maintaining minutes, scheduling appointments etc
- Monitor project timeline, prepare output schedules, send reminders, filing and storing all relevant project related information and activities report
- Organise, facilitate and conferences, seminars, workshops etc. – including logistics, finance

follow through, coordination with different stakeholders - especially personnel and account departments

- Maintaining accounts of project
- Support the Project leader in correspondence with funding agency
- Maintain inventories of equipment
- Filing and organising data repository, coordinating with communications coordinator from time to time
- Support the Project director in preparation of midterm and final Financial report and Narrative report
- Support and facilitate printing of project outputs, coordinating with vendors/publishers and enabling paperwork
- Providing guidance and organising work of interns, coordinating across RAs and other project staff

Remuneration:

Rs. 30,000 to 35,000 per month (depending upon qualification and experience)

To apply:

Please send us your CV and 2 references along with a covering letter to Dr Ratoola Kundu at ratoola@tiss.edu and to Smita Waingankar at smita30waingankar@gmail.com on or before August 31, 2018. Please use the following in the subject line: Application for post of Project Coordinator TURN.

You will be communicated by an email / Telephone call about the date and time of interview.

To know more about our Centre and the research and teaching we undertake, please visit our website: urk.tiss.edu.

PROJECT LEADER