

CALL FOR APPLICATIONS

Programme Officer/Programme Manager/Research Fellow/ Research Associate,
Centre for Excellence in CSR, Tata Institute of Social Sciences (TISS)

Sl. No.	Position Title:*	No. of Position(s)	Scope of work**	Duration	Salary	Location
1	Programme Officer/ Programme Manager/ Research Fellow/ Research Associate (Project Based)	2 to 4 (Depending upon requirement will be hired)	<ul style="list-style-type: none"> • Development sector consulting, • Research including field visit, data analysis, report writing, presentation • Communication and design, • Knowledge creation and dissemination for trainings, workshops and conferences • Content development and logistics management 	6 months, May be extended thereafter based on performance of the candidate and project requirements	INR 40,000/- to Rs.60,000/- per month (all inclusive) (Depending upon the position and experience of the candidate)	TISS, Mumbai

* Detailed description of responsibilities and required qualifications are mentioned below

** This is an indicative list, not exhaustive.

To Apply:

Candidates interested in applying for the position may write to cecsr <cecsr@tiss.edu>, with a one-page statement of purpose and updated CV.

Please mention ‘Application for CECSR Aug 2020’ in the subject line of your email.

Last date for receipt of applications: 10 days from the date of publication of this advertisement.

Date of Interview: Shall be communicated only to shortlisted candidates. Interviews will be held through video-conferencing/google meet depending on the availability of shortlisted candidates.

Please note: This is a project-based position. Extension of contract is based on project requirement and availability of funding.

Terms of Reference – Programme Officer/Programme Manager/ Research Fellow/ Research Associate	
Description of Responsibilities	<ul style="list-style-type: none"> • Support in research related activity and other duties as required in line with skills, experience and the role in project. • Assist with content creation and modules for CSR compendium and knowledge dissemination activities through extensive desk based research. • Assist in creating effective communication Strategies, outreach, co-ordinate external and internal Communications flow. • The candidate will also be part of projects related to: assessment of CSR projects and assessment of CSR partner organisations. • The candidate has to be multi –task with different activities in a time-bound manner.
Qualification	<ul style="list-style-type: none"> • Atleast a Master’s degree (completed). Preferably in the Social Sciences. MBA candidates may apply. Candidates who are yet to receive the degree certificated need not apply. • Understanding of development sector and CSR issues in India. • Knowledge of Qualitative/Quantitative research methodologies and data analysis softwares would be preferred. • Good writing skills and proficiency in MS Office especially Excel and Powerpoint. • Knowledge of design software and social media will be advantageous. • Fluency in English (written and oral). Knowledge of regional languages will be advantageous. • Self-motivated and able to work independently as well as part of a team.

Approved for uploading on TISS website, with immediate effect:



Prof. S. Siva Raju

Chairperson, Centre for Excellence in CSR

Tata Institute of Social Sciences

01/09/2020