

Vacancy at Prayas, a field action project of the Centre for Criminology and Justice, School of Social Work, TISS, Mumbai.

16th January, 2021

Organisation Information:

Prayas is a Field Action Project of the Centre for Criminology and Justice, School of Social Work at the Tata Institute of Social Sciences, initiated in 1990. It is a response to the needs of disadvantaged groups being processed by the Criminal Justice System (CJS). It aims at socio legal and economic rehabilitation of persons who are at a greater risk of being criminalized, vulnerable to being trafficked (for the purpose of commercial sexual exploitation), or destitution.

Post: Data Entry Operator cum Admn Assistant.

Nature of Appointment: Contract-basis

Period of Contract: February 1, 2021 to October 30, 2021

Location: Mumbai

Requirements:

- Bachelors in Commerce (B.Com).
- Past experience in accounting, funders' requirements, reconciliation and data entry work
- Ability to work effectively in teams as well as independently

Salary: Rs 25,000/- apprx

Last date for submitting applications: February 10, 2021

Shortlisted candidates will be invited for a written test and interview.

Applications to be sent by email to: prayas310@gmail.com

Project Leader, Prayas