



**TATA INSTITUTE OF SOCIAL SCIENCES
DEONAR, MUMBAI 400 088**

Advt. No. TISS/CECSR/2024

16th September, 2024

Vacancies for Project Officer at the Centre for Excellence in CSR, Tata Institute of Social Sciences (TISS)

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt. of India. TISS is a Grade I University with NAAC score of 3.89/4 and NIRF 2021. With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers more than 50 Post Graduate programmes, 18 Doctoral programmes, 3 Under Graduate programmes in social science disciplines, and over 30 Under Graduate programmes in vocational education (B.Voc. Programmes).

The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

Applications are invited for the below post to be appointed on Contractual basis for a period of 11 months initially and extendable based on performance of the candidate and requirement of the Institute.

Designation	No. of Vacancies	Consolidated Salary	Essential Qualification
Project Officer	01	INR 51,500/- per month	Master's degree in Social Sciences or other streams. OR Bachelor's degree with 2 years relevant work experience.
Candidates interested in applying for the position may write to cecsr <recruitment.cecsr@tiss.ac.in> with a one-page statement of purpose and an updated CV.			
Last date for receipt of applications: 5 days from the publication date of this advertisement.			
Date of Interview: Shall be communicated only to shortlisted candidates.			

1. PROJECT OFFICER

The Project Officer will be responsible for research, management and coordinating logistics activities of the research team. The Project Officer would be reporting to the Project Leader. Other duties and responsibilities may be assigned by the Project Leader. Weekly work requirements and schedules may be discussed with the Project Leader to ensure that the work priorities can be accomplished within the scheduled time.

Desirable Qualifications

- Master's degree in Social Sciences or Commerce or Sciences and Management. In the case of bachelor's degree holders.
- Good Academic record with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed at the Institutions.
- Previous experience in project management.
- Familiarity with conducting environmental and social impact assessments (ESIAs), as well as knowledge of mitigation measures to minimize adverse impacts on affected communities and the environment, is important.
- Should have the experience to organize and coordinate programs and to provide strategic guidance to the team.
- Able to coordinate with diverse stakeholders and manage administrative and financial aspects of the project.
- Excellent interpersonal and ability to interface with stakeholders: students, teachers and staffs at all levels.
- Excellent knowledge of MS Office; working knowledge of program/project management software (MS Project etc.) is a strong advantage.
- Quick learning and fast situational response

The candidate is expected to work on the following aspects:

- Collaborating closely with the team to ensure efficient project coordination.
- Maintaining accurate accounts and documentation for data intake, processing, analysis, and reporting purposes.
- Regularly filing research performance progress reports on a weekly basis.
- Providing precise and timely reporting on the study's status throughout its duration.
- Writing reports and delivering effective presentations.
- Exhibiting strong financial management and organizational skills.
- Being prepared to travel for project-related tasks.
- Project Officer is responsible for offering guidance and support to field investigators as they conduct their work in the field. This involves providing instructions, clarifications, and assistance to ensure that data collection procedures are carried out accurately and efficiently.
- Project Officer engages in regular interactions with stakeholders and government officials to foster collaboration and address any issues that may arise during the project implementation. These interactions help in facilitating smooth coordination and cooperation among all involved parties.
- To closely monitor the data collection process conducted by field investigators. This includes regularly reviewing collected data, ensuring its accuracy and completeness, and addressing any discrepancies or concerns that may arise.

Engagement period: 11 months and may extend based on work performance of the candidate and the requirement of the project

Remuneration: Monthly Consolidated INR 51,500/-

Other Conditions for all position

(a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the above procedure.

(b) Since applications received will be shortlisted, merely possessing the prescribed minimum Qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/ Online) in case of high response.

(c) The position is unreserved, but candidates belonging to reserved category and women are strongly encouraged to apply.

(d) No queries or correspondence regarding issue of call letter for selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.

(e) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc, and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.

(f) In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.

(g) The Institute reserves the right to relax age of the candidate based on the work experience.

(h) No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.

(i) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).

(j) And the institute reserves the right to cancel/ postpone the recruitment even after the shortlisting and interview of the candidates.

The selected candidate will be based at Centre for Excellence in CSR at Mumbai- campus of Tata Institute of Social Sciences. Selected candidates are expected to join immediately.

**Sd/-
Chairperson
Centre for Excellence in CSR**

