



Tata Institute of Social Sciences has been nominated as the principle recipient for The Global Funds To Fight AIDS, Tuberculosis & Malaria (GFATM) Round -7 grant on the HIV/AIDS counselling sub-component. This programme aims at enhancing human & institutional capacities of HIV counselling training institutes in India. The programme duration is of 5 years. For successful implementation of this programme we require a team of highly skilled & experienced staff. We are inviting CVs for the following positions within this programme.

Monitoring & Evaluation Manager: Position-1

Minimum Desired Qualification: Preferably a Phd. with 5 years of relevant experience or Masters in any of the disciplines under Social Sciences/Social Work or equivalent degree with 10 years experience in Monitoring & Evaluation of programmes. Experience with complex, multi-faceted projects is desirable.

Job Description: Play a lead role in developing the M & E plan, tool development for M & E, monitor achievement of programme activities of sub- recipient. Conduct intermediary evaluation activities. Capacity building of Sub Recipients & Sub-Sub Recipients in M & E.

Monitoring & Evaluation Officer : Position-1

Minimum Desired Qualification: Masters in any of the disciplines under Social Sciences/Social Work or equivalent degree with 6 years experience in Monitoring & Evaluation of programmes. Experience with complex, multi-faceted projects is desirable

Job Description: Assist in developing the M & E plan, tool development and implementation, monitor achievement of programme indicators & of sub- recipient performance. Reporting of the M & E activities. Train staff in M & E.

Research and Documentation Manager: Position-1

Minimum Desired Qualification: Preferably a Phd. with 4 years of experience or Master's Degree in any of the disciplines under Social Sciences/Social Work or equivalent degree with 8 years of relevant experience. Knowledge about quantitative & qualitative research, experience in research tool development essential. Knowledge of latest data analysis packages and experience in HIV/AIDS or related field is desirable.

Job Description: To Undertake, co-ordinate & manage the research initiatives of the programme.(including development of research tools). Preparing articles for publication in referred journals. Will be responsible for the development of communication material, teaching aids and for overall programme documentation.

Research Officer-Position 1

Minimum Desired Qualification: Preferably Phd. or Master's in any of the disciplines under Social Sciences/Social Work or equivalent degree with 3 years experience in research work. Knowledge about quantitative and qualitative research methods & data analysis is essential. Experience in HIV/AIDS or related field is desirable.

Job Description: Assist in undertaking & coordinating the research initiatives within the programme. This will involve data analysis, supervision of data collection process and development of research documents/reports/articles.

Finance & Administrative Manager-Position-1:

Essential Qualification: M. Com / M.B.A (Finance)/ICWA/CA.

Additional & Desirable Qualifications: Computer application on accounting software specially online accounting. Knowledge on MS Office

Experience: Minimum 15 years in project/Govt. Accounting system in a responsible position (Group 'A'/class I officers) such as head of finance wing. Experience of managing foreign funded programmes is essential. Experience in coordinating the regional offices and centres. Network on consolidation of accounts.

Job Description: Managing the over all financial & administrative responsibility of the project. Developing FMS, timely fund disbursement, preparing MOUs for the sub recipients of the funds, over seeing financial functioning of sub recipients, preparing financial report periodically and responsible for liasoning audit of the units under project.

Documentation Officer- Position -1

Minimum Desired Qualification: Masters in any of the disciplines under Social Sciences/Social Work or related fields or English literature with excellent writing skills and with at least 4 years relevant experience.

Job Description: Support and assist in development of communication material, teaching aids and process documentation.

Capacity Building Officer –Positions -1

Minimum Desired Qualification: Masters in any of the disciplines under Social Sciences/Social Work or related field with minimum of 4 years experience of working in HIV/AIDS field and in coordinating training programmes is essential.

Job Description: Support in organizing and co-ordinating overall capacity building initiatives including curriculum & communication material development, pedagogy and quality control.

Regional Capacity Building Officer – positions -2

Minimum Desired Qualification: Masters in any of the disciplines under Social Sciences/Social Work or related field with minimum of 4 years experience of working in HIV/AIDS field and in coordinating trainings is essential.

Job Description: Supporting & coordinating the regional capacity building initiatives in the programme.

Regional Capacity Building Assistant – position 1:

Minimum Desired Qualification: Masters in any of the disciplines under Social Sciences/Social Work or related field. Minimum of 2 years experience in HIV/AIDS or related fields. Prior experience of conducting training preferred .

Job description: Assisting & coordinating regional level capacity building initiatives.

Finance & Administrative Officers- position-1:

Minimum Desired Qualification: M. Com / M.B.A (Finance), with knowledge on computer applications on Financial software/online accounting. Minimum 5 years experience in finance and administration & managing large accounts desirable

OR

B.Com with 10 years experience in Finance and Administrative Department handling administration and financial activities

Job Description: Processing Financial Information vouchers, compilation of accounts, bank reconciliation and logistic support for project. Compilation and consolidation of sub-units, Financial Information Systems. Proper and up-date record keeping as per project/TISS requirements. Processing of project activities on account of administration, which includes procurement, pay roll.

Administrative & Human Resource Officer- position-1:

Minimum Desired Qualification: Master' Degree in Human Resource/MBA in HR on administrative accounts. Minimum 5 years relevant.

OR

Graduation with 10 years experience in a large organization in administrative/HR division.

Job Description: Support system in administration & Personnel Management and overall administration and logistic support of the project including training programmes, co-ordinating sub-units activities in the project.

Secretarial & Administrative Assistant- position 1

Minimum Desired Qualification: Graduate or Job graduate in any discipline with experience of secretarial/office administration. Computer knowledge (MS Word, Excel, power point & internet) is essential. Good English writing & oral skills.

Job Description: Providing secretarial/administrative assistance to the Project Director

Administrative Staff-positions-3

Minimum Desired Qualification: Graduate in any discipline. Computer knowledge (MS Word, Excel, power point & internet) is essential. Work experience of 2 years is essential.

Job Description: Providing Administrative & Logistical support to the programme.

Office Attendant- Positions-2

Minimum Desired Qualification: Minimum 8th standard, SSC preferred. Should be able to read names, addresses and simple communication in English and Hindi/Marathi.

Job Description: Providing assistance for office work.

GENERAL CONDITIONS

(i) The right is reserved to: (a) relax any of the requirements with reference to qualifications and experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, in a university/research institution, (b) to invite persons for interview who may not have applied or to consider in absentia; (c) not to fill up any of the vacancies advertised; (ii) Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for an interview; (iii) No queries or correspondence regarding issue of call letters for interview/selection of candidates for the Jobs will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the Job.

- *Appointment to each position is initially for one year and will be renewed every year upto 5 years on review every year.*
- *All positions are located in Mumbai.*
- *All positions (except support staff) are subjected to extensive travel within the country.*

How to Apply:

Email us your detailed CV at carat_tiss@yahoo.com or ibyash@gmail.com by July 09, 2008. (Please highlight the post applied for)