

Call for Applications for CSR Knowledge Centre, NCSR Hub, TISS

Date: 10th March 2016

About the CSR Knowledge Centre, TISS

The recently passed Companies Act 2013 and CSR Rules 2014 is set to transform the CSR landscape in India in terms of the length and breadth of financial and visible social commitment directed in this area by Private Sector Companies. The CSR knowledge center, an extension of the NCSR Hub advises and engages with multiple private sector companies, in the strategic and technical areas, enabling companies to make socially relevant choices. This includes suggesting avenues for change management within the organisation by adopting an evidence based approach, which includes conducting baseline studies, needs assessment or gap analysis prior to structuring the CSR policy and field level interventions.

The centre also conducts social and environmental impact assessment studies to evaluate the long-term viability of CSR initiatives and to provide critical inputs to streamline these CSR interventions. An important policy instrument includes structuring processes for project selection, implementation, and monitoring and evaluation. In addition, the Knowledge center team works closely in enabling the NGO empanelment process and creating a proposal bank. Functioning as a think-tank is an integral part of the mandate and vision to understand critical CSR change management practices and tailor ecosystem interventions to support these changes.

Programme Officer

Compensation: Approx. 40,000 - 50,000/month

Term of contract: 1 year

Start Date: Immediate

Type of Employment: On Contract

No. of Posts: 1

TISS is looking for **experienced** candidates for the role of **Programme Officer** to be part of the CSR Knowledge Centre. The following are the responsibilities and eligibility criteria for the same:

Responsibilities:

- Creating proposals and budgets for work to be undertaken by the CSR Knowledge Centre.
- Conducting partner proposal evaluations
- Creating monitoring templates and data collection protocols
- Conducting monitoring visits to partner organization sites that may be located anywhere in India (including rural areas)
- Conducting end term/impact assessments of projects
- Drafting monitoring and evaluation reports
- Communicating with clients and partner NGOs on a regular basis

- Representing CSR Knowledge Centre at conferences, workshops, meetings, etc.

Eligibility:

MPhil/Phd in Social Sciences/Social Work/Economics or Statistics with 1 year of work experience in the social sector/CSR in a managerial role OR

Masters in any field with 3 years of work experience in the social sector/CSR in a managerial role.

Experience of project monitoring and evaluation, needs and, impact assessment is highly desirable.

Good written and spoken communication skills in English and Hindi.

Knowledge of PR, client communication and engagement, data collection, data analysis, report writing and database management is highly desirable.

Research Fellow

Compensation: Approx. 30,000 - 40,000/month

Term of contract: 1 year

Start Date: Immediate

Type of Employment: On Contract

No. of Posts: 3

TISS is looking for young, smart and eligible candidates as **Research Fellow** to be part of the CSR Knowledge Centre and work under the guidance of a Programme Manager. The following are the responsibilities and eligibility criteria for the same:

Responsibilities:

- Support the Programme Manager in all the activities undertaken by the CSR Knowledge Centre including:
 - Drafting monitoring templates, data collection tools, reports, proposals, presentations
 - Gathering and reviewing data from secondary sources
 - Doing data entry and cleaning data
 - Doing data analysis using SPSS
 - Conducting monitoring visits

Eligibility:

Masters in Social Work (MSW) or equivalent, relevant work experience in the social sector or CSR desirable, however, freshers are also welcome.

Good communication skills in English and Hindi.

Knowledge of data collection, data analysis (especially SPSS), PRA, report writing and database management will be highly desirable.

Interested applicants must apply with a cover letter and resume to sivaraju@tiss.edu and baljeet.yadav2014@tiss.edu by **31st March 2016**.