



Adv:010219

20th March 2019

Vacancies for Program Manager, Research Associates, Research Assistant, and Research Interns

For a project entitled “**Aspirational Chatra**”: a collaborative Knowledge & Research project on developmental capacity building of the District of Chatra in the State of Jharkhand.

The School of Development Studies @Tata Institute of Social Sciences (Mumbai) has partnered with Chatra District Administration for *Aspirational District Project* to provide knowledge and research support to identify priority needs, gaps in beneficiary identification, and evaluate government programmes for their efficacy in terms of performance and impact. Support will also be provided in terms of policy recommendations, strategies to improve the indicators of Aspirational District Program using existing schemes/policies and resources, suggestions for new initiatives using the existing resources of the district, chalking out a detailed project monitoring and evaluation plan with the focus on livelihoods, education, healthcare and nutrition. The Aspirational District project will identify points of convergences between programmes in the district of Chatra and also help facilitate organizing capacity building conferences, trainings and workshops for the local district administration.

I. PROGRAM MANAGER (Accounts and Administration)

The Program Manager will be responsible for supervising and coordinating logistics activities of the research team. The Program Manager 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.

Positions

There is one (1) position for the Program Manager

Essential Qualifications

- Master's degree in Social Sciences or Commerce or Sciences. In the case of bachelor's degree holders, candidates should have minimum 2 years of work experience in the relevant field.
- Should have excellent written and oral communication skills and have the ability to both lead and function as a member of a team;
- 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. To be able to perform the above tasks effectively, the Program Manager shall be expected to work in close coordination with the Research Team;
- Maintain accounts, documentation for data intake, processing, analysis and reporting;
- File Research performance progress report on weekly basis
- Producing accurate and timely reporting of the study status throughout its life cycle.

Preferred Skills

- A good understanding of Social, political and governance aspects.
- Excellent report writing and presentation/
- Excellent knowledge of MS Office; working knowledge of program/project management software (MS Project et cetera) is a strong advantage.
- Strong financial management & organizational skills
- Willing to travel for the project work.

Engagement period and Remuneration

Engagement will be for up to 12 months and availability as early as possible. The Program Managers will be awarded appreciation certificate and remuneration of fixed INR 30000, thirty thousand per month.

II. RESEARCH ASSOCIATE- Post Doctoral

The Post- Doctoral Research Associate will work with the Project Leader and help implement the major objectives of Chatra Aspirational District Project. The Post-Doctoral Research Associate would also work in close coordination with sector experts/national experts and short-term sectoral

experts and facilitate project implementation including assisting with training, knowledge and academic components of the project. Other duties and responsibilities may be assigned by the Project Leader and Senior Advisors.

Position: (1) One

Essential Qualifications

- PhD degree in any branch of Social Sciences. Candidates who have submitted PhD can also apply with a provisional certificate of completion.

Preferred Skills

- A good understanding of Social, Political and Governance aspects.
- Good computer skills: Microsoft Word/Excel/Power Point and Internet.
- Report writing, Data analysis and Presentation.
- Knowledge of basic statistical concepts and the ability to deal with large dataset or qualitative and ethnographic data analysis skills.

The candidate is expected to work on the following aspects:

- Help implement the main objectives of the project through academic and research support
- Help design policy recommendations, strategies to improve the governance indicators in the district
- Assist in delivering lectures and preparation of instruction material for workshop/ development events/ programs/ initiatives
- Develop robust methodologies including qualitative, participatory and ethnographic protocols for the research

Engagement period and Remuneration

The selected candidate will be based at School of Development Studies at Mumbai-campus of Tata Institute of Social Sciences. Engagement will be for the duration of 10 months. Post-Doctoral Research Associate will be awarded an appreciation certificate and remuneration of INR 50,000 consolidated, fifty thousand per month according to competencies skill.

II. RESEARCH ASSOCIATES

The Research Associates will be responsible for doing research, documentation, and reporting on an assigned topic and providing analysis. The Research Associates would be reporting to the Project-Leader and Senior Advisors. They will also work in close coordination with sector experts/national experts and short-term sectoral experts. Other duties and responsibilities may be assigned by the Project Leader and Senior Advisors. Weekly work requirements and schedules will be discussed to ensure that the work priorities can be accomplished within the scheduled time.

Positions

There are total of 4 positions for the Research Associates

Essential Qualifications

- Master's degree in any branch of Social Sciences including Social Work and Women/Gender studies. Also Law graduates and Graduates with back ground in the rural management, Information technology, population studies, agriculture, soil and water engineering can also apply.
- Relevant experience with exposure for report writing and data analysis, preferably in the social development sector/public policy preferred.

The candidate is expected to work on the following aspects:

- Help identify priority needs, gaps in beneficiary identification, and evaluate government programmes for their efficacy in terms of performance and impact.
- Suggest policy recommendations, strategies to improve the indicators of District development Program using existing schemes/policies and resources.
- Develop social mobilization programs for implementing development schemes in areas of Health, Education, Sanitation, Women and Child development & Gender sensitization
- Help facilitate initiatives of district administration to develop template for R &R and CSR practices in consultation with local stakeholders in the district.
- Design, conduct and coordinate field level surveys, focus group discussions
- Work in teams to design evaluation tools and formats based on pre-defined goals and help organize training workshops/ capacity building workshops

To be able to perform the above tasks effectively, the Research Associates shall be expected to work in close coordination with the Project Leader and Senior Advisors and with the Research Team.

Preferred Skills

- A good understanding of Social, political and governance aspects
- Good computer skills: Microsoft Word/Excel/ PowerPoint and Internet
- Report writing, Data analysis and Presentation
- Knowledge of basic statistical concepts and the ability to deal with large datasets

Engagement period and Remuneration

The selected candidate will be based in Mumbai and also deputed in the district Chatra of Jharkhand as per the requirements of the project. Engagement will be for the duration of 10 months. Research Associates will be awarded an appreciation certificate and remuneration of INR 40,000 consolidated, forty thousand per month according to competencies skill.

III. RESEARCH ASSISTANTS

The Research Assistants will be responsible for carrying out research, and supervise the conduct of impact evaluation survey, identify the points of convergence between various departments and programmes in the district & facilitate social mobilization of people for the improvement in the district development outcomes and help implement innovative public awareness campaigns to mobilize local youth and women for implementation of development programs/schemes and improving civic participation. The Research Assistants would be reporting to the Project Leader & Senior Advisors.

Positions

There are total of **6** positions for the Research Assistant.

Essential Qualifications

Master's degree in Social Sciences or Social Work/ Women Studies/ Gender Studies and preferably some exposure in the social development sector/ program evaluation/ social mobilization/ gender sensitization/. Social entrepreneurship/ skill development programs/

The candidate is expected to work on the following aspects:

- Work in teams to design evaluation tools and formats based on pre-defined goals and indicators.
- Conduct training and monitor survey pilots on the field.
- Design, conduct and coordinate field level surveys, focus group discussions, innovative awareness campaigns.
- Help district administration to become a knowledge hub for all development-related strategies/reforms, approaches, innovations, materials, documents and reports.
- Prepare and groom new generation of locally trained and committed research investigators/ Interns through the survey.
- Conduct and record face-to-face and/or telephone interviews with respondents, in accordance with predetermined interview protocol, data collection procedures and documentation standards.
- Maintain documentation for data intake, processing, analysis and reporting.

To be able to perform the above tasks effectively, the Research Assistant shall be expected to work in close coordination with the National Experts/ Sectoral Experts/ Short-term consultants and with the Research Team.

Preferred Skills

- A good understanding of Social, political and governance aspects
- Good computer skills: Microsoft Word/Excel/ PowerPoint and Internet
- Report writing and Presentation

Engagement period and Remuneration

The selected candidate will be based in Mumbai and also deputed in the district Chatra of Jharkhand as per the requirements of the project. Engagement will be for the duration for 8 months. Research Assistants will be awarded an appreciation certificate and a consolidated salary of INR 25000 consolidated thirty thousand per month.

To apply

The deadline for applying is 31th March 2019. Only shortlisted candidates will be contacted after the shortlisting by the selection committee.

*No email or correspondence will be entertained from non-shortlisted candidates.

Please drop an email to tiss.chatra@gmail.com with the **Subject: ARRP- Position Name – Name of the candidate**, along with your resume, covering letter of any work/Report and one reference for the position of *Post-Doctoral Research Associate/ Research Associates/ Research Assistants/ Program Manager*

In case, If the candidate is pursuing *Masters/M.Phil. /PhD* @ Tata Institute of Social Sciences, the candidate has to get the signature of their guide and head of the department and the pay will be according to the UGC and Institute norms.

CONTACT: TISS Aspirational Chatra District Project at School of Development Studies, Tata Institute of Social Science

- PROJECT LEADER