



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

Advt. No. TISS/SDS/ECI/2022

8 August 2022

Vacancies for Program Officer, Sr. Research Associate and System Engineer for TISS-ECI Project

For a project entitled “**TISS-ECI-IIDEM Master’s Program in International Electoral Management & Practises**”, a collaborative capacity building project for building a professionally committed cadre of globally competent electoral professionals, democracy specialists, and governance professionals to work in the area of electoral management.

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.

The Institute is currently looking for professionally qualified and talented candidates with the School of Development Studies (Mumbai) for developing a Master’s program in International Electoral Management and Practises (MPIEMP) sponsored by Election Commission of India & India International Institute of Democracy and Election Management (IIIDEM) -Election Commission of India, Delhi.

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	Last Date of Applications	Essential Qualification
Program Officer	01	35000	16-08-2022	Master's degree in Social Sciences / Commerce / Science / Management OR Bachelor's degree with 2 years relevant work experience.
Sr. Research Associate	01	70000	16-08-2022	M.Phil. with 2 years of work experience on Election, curriculum development, IT infrastructure and related research areas. OR Masters in Social Science/ Media Studies/ Political Science/ Demography & Population/ Electoral Studies/ Development Studies/ Governance or any other relevant discipline with minimum 5 years work experience on Election, curriculum development, IT infrastructure and related research areas
System Engineer (Web/Visual Designer)	01	50000	16-08-2022	Master of Computer application (MCA) of Computer Science/ Bachelor's degree (B. Tech/ B.E) in Computer Engineering / Information Technology/ web designing.

Specific requirements for each post are given below.

I. PROGRAM OFFICER

The Program Officer will be responsible for research, management and coordinating logistics activities of the research team. The Program 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

- 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.
- 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 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.
- 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: 11 months and may extend based on work performance of the candidate and the requirement of the project

Remuneration: Monthly Consolidated INR 35000/-

II. Sr. RESEARCH ASSOCIATE

The Sr-Research Associate will work with the Project Leader and help implement the major objectives of TISS-ECI-IIIDEM Maters Project. The Sr-Research Associate would also work in close coordination with national/International area experts and facilitate project implementation including assisting with curriculum development, IT infrastructure knowledge, academic, training and outreach components of the project. Other duties and responsibilities may be assigned by the Project Leader.

Desirable Qualifications

- 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.
- A candidate should have 2-3-year of work experience in the relevant areas- candidate with experience of working with Election Commission of India preferred.
- A good understanding of the functioning of institutions of Election Management, Media Studies/ Political Science, Public Administration, Human Resource Management & Logistics
- Good computer software skills: STATA, SPSS, R, media along with Microsoft office and other research related tools.
- Excellent Knowledge of Big-Data analytics, Electoral Data-Research and Presentation.
- Knowledge of basic statistical concepts and the ability to deal with large dataset or qualitative and electoral data analysis skills.

The candidate is expected to work on the following aspects:

- Help implement the main objectives of the project through academic, research and professional support
- Help design policy recommendations, strategies to improve the course design, structure and curriculum, and the delivery systems including IT and library resources.
- Assist in delivering lectures and preparation of instruction material for workshop/ development events/ programs/ initiatives.

- Develop robust methodologies and delivery systems for successful implementation of the MA project.
- Expected to work in both offline and online mode.

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

Remuneration: Monthly Consolidated INR 70000/-

III. System Engineer (Web/Visual Designer)

The **System Engineer (Web Designer)** shall work on a conceptual design by taking technical specifications prepared by the institute analyst and designing system components to meet the set requirements and to help in implement the major objectives of TISS-ECI-IIIDEM Maters Project. The Engineer will assist in establishing the development of the course and the project leader and team. He/she will assemble the suite of technical resources that the project requires.

Desirable qualification:

- 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.
- Two years of relevant work experience.
- Experience in developing web-based applications specifically using Python.
- Experience in working with either Django (Preferred) or Flask.
- Working knowledge with database like Postgres (Preferred) or MySQL and writing SQL queries.
- Knowledge with Git or any other version control system
- Experience working with front-end technologies such as HTML, CSS, Javascript.
- Good to have knowledge of Ajax.
- Proven track record of installing, configuring, and troubleshooting UNIX-based systems.
- Experience creating scripts (e.g., using Perl, Ruby, Python) and setting up software for automation.
- Exceptional knowledge of networking technologies (OSI network layers, TCP/IP).
- Familiarity with administration, performance tuning, and system monitoring.
- Good knowledge of end-to-end development life cycle.
- Support and maintain existing web applications.
- Investigate functional problems, finding and fixing defects as needed.
- Good communication skills (written and verbal).

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

Remuneration: Monthly Consolidated INR 50000/-

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.

Application Process:

(a) Candidates are requested to apply online through the link provided along with this advertisement on the Institute website: www.tiss.edu.

(b) Candidates are required to take a print of acknowledgment of online application and keep it for future reference.

(c) Shortlisted candidates may be invited for Personal Interaction/ skill test for evaluating their proficiency.

(d) Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction/ skill test to be conducted at TISS, Mumbai.

(e) Only shortlisted candidates will be contacted after the shortlisting by the selection committee. No email or correspondence will be entertained from non-shortlisted candidates.

- **Last date to apply for all positions will be 16-Aug-2022.**

The selected candidate will be based at School of Development Studies at Mumbai-campus of Tata Institute of Social Sciences. Selected candidates are expected to join duty within 7 days.

Ashwani Kumar

PROJECT LEADER