

**TISS Project Based Position/Centre of Excellence in CSR/Advertisement
2/February, 2023**

CALL FOR APPLICATIONS

Project Officer/Project Manager/Research Associate,
Centre of Excellence in CSR, Tata Institute of Social Sciences (TISS)

| Sl. No | Position Title* | No. of Positions | Scope of work** | Duration | Salary | Location |
|--------|---|--|---|---|---|----------|
| 1 | Project Officer/Project Manager/Research Associate (Project Based) | 2 to 4 (Depending upon requirement will be hired) | <ul style="list-style-type: none">• Development sector consulting,• Research including field visit, data analysis, report writing, presentation• Communication and design,• Knowledge creation and dissemination for trainings, workshops and conferences• Content development and logistics management | 6 months, May be extended thereafter based on performance of the candidate and project requirements | INR 50,000/- to Rs.75,000/- per month (all inclusive) (Depending upon the position and experience of the candidate) | Mumbai |

* Detailed description of responsibilities and required qualifications are mentioned below

** This is an indicative list, not exhaustive.

To Apply:

Candidates interested in applying for the position may write to cecsr <cecsr@tiss.edu>, with a one-page statement of purpose and updated CV. Please mention 'Application for CECSR Feb 2023' in the subject line of your email. Last date for receipt of applications: 7 days from the date of publication of this advertisement.

Date of Interview: Shall be communicated only to shortlisted candidates. Interviews will be held through video-conferencing/google meet depending on the

availability of shortlisted candidates.

Please note: This is a project-based position. Extension of contract is based on project requirement and availability of funding.

Terms of Reference – Project Officer/Project Manager/ Research Associate

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| Description of Responsibilities - Project Officer/Project Manager | <ul style="list-style-type: none">• Support in research related activity and other duties as required in line with skills, experience and the role in project.• Assist with content creation and modules for CSR compendium and knowledge dissemination activities.• Assist in creating effective communication Strategies, outreach, co-ordinate external and internal Communications flow. |
| Qualification | <ul style="list-style-type: none">• A Master’s degree (completed), preferably in the Social Sciences. Candidates who are yet to receive the degree certificate need not apply.• Understanding of development sector and CSR issues in India.• Knowledge of Qualitative/Quantitative research methodologies and data analysis softwares would be preferred.• Good writing skills and proficiency in MS Office especially Excel and Powerpoint.• Minimum of one year experience of association in a project |
| Description of Responsibilities - Research Associate | <ul style="list-style-type: none">• Coordinate the research related activities and other duties as required in line with skills, experience and role in project.• Undertake CSR projects and assessment of CSR partner organisations.• The candidate has to be multi –task with different activities in a time-bound manner. |
| Qualification | <ul style="list-style-type: none">• PhD degree in any social sciences or Master Degree with five years of research experience. Candidates who are yet to receive the degree certificate need not apply.• Understanding of development sector and CSR issues in India.• Knowledge of Qualitative/Quantitative research methodologies and data analysis softwares would be preferred.• Good writing skills especially in writing Research reports.• A proven record of publications in peer reviewed journals.• Minimum of 3 years experience in Social Sciences Research. |

Approved for uploading on TISS website, with immediate effect:



Prof. S. Siva Raju
Chairperson, Centre for Excellence in CSR
Tata Institute of Social Sciences
06/02/2023