

Adv:20192506



25<sup>th</sup> June 2019

---

## **Vacancies for Program Manager and Research Assistant**

Tata Institute of Social Sciences' established Social Impact Assessment Cell will be assisting United Nations established 'Action room to reduce poverty' and Government of Maharashtra to bring about overall development in the 27 selected talukas out of 125 most backward talukas with a focus on livelihoods, quality education and healthcare. This work will focus on achieving the Sustainable Development Goals (SDGs) at the disaggregated level up to district and taluka. Based on the study, Micro District Development Plans will be prepared.

## I. PROGRAM MANAGER

The Program Manager will be responsible for carrying out research and supervise the activities of the whole team including RA/RI in the districts. The Program Managers would be reporting to Consultants. Other duties and responsibilities may be assigned by Consultants. Weekly work requirements and schedules must be discussed with the Consultants to ensure that the work priorities can be accomplished within the scheduled time.

### ***Positions***

There are total of **2** positions for the Program Manager

### ***Essential Qualifications***

- Master's degree in Social Sciences or Social Work with minimum 3 years of relevant experience with exposure for Project Management, conducting surveys, and report writing, preferably in the social development sector/public policy/journalism;
- 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 teams;

### ***Preferred Skills***

- A good understanding of Social, political and governance aspects
- Excellent report writing and Presentation
- Knowledge of statistical concepts and the ability to deal with large datasets with the help of analysis packages such as STATA/SPSS will be an additional advantage.
- Excellent knowledge of MS Office; working knowledge of program/project management software (MS Project et cetera) is a strong advantage
- Strong leadership and management skills
- Outstanding leadership and organizational skills

The nature of work for the candidate is expected on the following aspects:

- To supervise all the activities in the districts and ensuring that the objectives of the study are met;
- Work in teams to design evaluation tools and formats based on pre-defined goals and indicators;
- Conduct training and monitor for survey pilots on the field;
- Design, conduct and coordinate field level surveys, and coordination with Research Assistants, Associates and Interns;

- Collate and analyse findings from the data collected;
  - Present Reports on findings to diverse stakeholders;
- 
- To be able to perform the above tasks effectively, the Program Manager shall be expected to work in close coordination with the Research Team;
  - Comfortable and adept at building strong relationships with a wide range of stakeholders including elected representatives, bureaucrats, civil society organisations, think tanks, resource persons and NGOs;
  - Develop or assist in the development of interview schedules; contact potential stakeholders to introduce and explain study objectives and protocol and to arrange interviews, either in person or by telephone;
  - Conduct and record face-to-face and/or telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures and documentation standards;
  - Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected;
  - Maintain documentation for data intake, processing, analysis and reporting;
  - Research performance progress report to the consultants on weekly basis
  - Maintain a log of issues faced during the survey and or/reporting so results can be replicated/verified;
  - Producing accurate and timely reporting of the study status throughout its life cycle.

### ***Engagement period and Remuneration***

Engagement will be for up to 4 months and availability as early as possible. The Program Managers will be awarded appreciation certificate and remuneration of INR 45 to 55 thousand per month which includes the Accommodation and Travel allowances and the pay will be according to competencies skill

## II. RESEARCH ASSISTANTS

The Research Assistants will be responsible for carrying out research and supervise the activities of Research Interns. The Research Assistants would be reporting to Program Manager. Other duties and responsibilities may be assigned by the Program Manager. Weekly work requirements and schedules must be discussed with the Program Manager to ensure that the work priorities can be accomplished within the scheduled time.

### *Positions*

There are total of **12** positions for the Research Assistant

### *Essential Qualifications*

Master's degree in Social Sciences or Social Work with up to 2 years of relevant experience with exposure for surveys and report writing, preferably in the social development sector/public policy/journalism

### *Preferred Skills*

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

The nature of work for the candidate is expected 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
  - Collate and analyse findings from the data collected
  - Present Reports on findings to diverse stakeholders
- 
- To be able to perform the above tasks effectively, the Research Assistant shall be expected to work in close coordination with the Program Manager and with the Research Team.
  - Comfortable and adept at building strong relationships with a wide range of stakeholders including elected representatives, bureaucrats, civil society organisations, think tanks, and NGOs.

- Develop or assist in the development of interview schedules; contact potential stakeholders to introduce and explain study objectives and protocol and to arrange interviews, either in person or by telephone;
- Conduct and record face-to-face and/or telephone interviews with subjects, in accordance with predetermined interview protocol, data collection procedures and documentation standards;
- Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected;
- Maintain documentation for data intake, processing, analysis and reporting;
- Maintain a log of issues faced during the survey and or/reporting so results can be replicated/verified;

### ***Engagement period and Remuneration***

The selected candidate will be based in Maharashtra. Engagement will be for the duration of 90 to 120 days. Research Assistants will be awarded an appreciation certificate and remuneration of INR 30 to 35 thousand per month which includes the Accommodation and Travel allowances and the pay will be according to competencies skill.

### ***To apply***

The deadline for applying is 2nd July 2019. Only shortlisted candidates will be contacted via email expected by 7<sup>th</sup> July 2019.

Please drop an email to [tiss.siacell@gmail.com](mailto:tiss.siacell@gmail.com) with the **Subject: ARRP- Position Name – Name of the candidate**, along with your resume, covering letter, attach one written sample of any work/Report and one reference for the position.

In case, If the candidate is pursuing *M.Phil./PhD at TISS*, The candidate has to obtain the signature of their guide and head of the department and the pay will be according to the UGC and Institute norms.

**CONTACT: TISS SOCIAL IMPACT  
ASSESSMENT CELL –**

**[TISS.SIACELL@GMAIL.COM](mailto:TISS.SIACELL@GMAIL.COM)**

- **PROJECT LEADER**