



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/ TISS/ADMN/SPO/August/2019

August 22, 2019

Programme Officer (Women and Gender Development Cell)

The Tata Institute of Social Sciences (TISS) was established in 1936 and became a Deemed University in 1964. It is fully funded by the University Grants Commission of the Government of India. Currently, TISS offers 53 Master's Degree and 18 M.Phil. and Ph.D. programmes in a range of socially relevant interdisciplinary areas from its Main Campus in Mumbai, and the Off-Campuses in Tuljapur, Guwahati and Hyderabad. Bachelor's programmes in Social Sciences and Social Work are offered from its Off Campuses. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between teaching, research, field action and dissemination. The Institute provides significant space and resources for basic and policy research and has research collaboration with some of the best universities and institutions across the globe.

TISS provides work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

The Women and Gender Development Cell (WGDC) of TISS works towards ensuring sensitisation and awareness amongst all members of the TISS community regarding gender inequality and sexual harassment. The WGDC also ensures overall support for persons with sexual and gender non-normative behaviour and expressions as per the UGC guidelines of 2015 and develop mechanisms to sensitise and work with the TISS community on such issues.

WGDC wishes to recruit a qualified Programme Officer who will be based at Mumbai. The Programme Officer will provide services to support WGDC and the Internal Committee at TISS in assisting in planning, management and implementation of programmes in the institute. The Programme Officer will have to travel across TISS campuses and ensure good coordination and plan implementation across TISS campuses.

Applications are invited for one post of **Programme Officer** to be filled on contract basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.

The Key Roles and Responsibilities of the Programme Officer will be as below.

- Support the Chairperson and Members of WGDC in management and ensuring that the laws and policies related to gender justice be delivered across TISS campuses.
- Support and plan gender awareness activities (Prevention and Prohibition of sexual Harassment) in the four campuses of TISS.
- Promote increased awareness about gender issues in different schools, centres, project and departments into their curriculum, plans, programmes and project within the institute.
- Liaise with the members of the committee at Mumbai campus and other three campuses and provide managerial and technical support.
- Provide comprehensive support including technical service, administration of committee in different TISS campuses, logistical, budgeting assistance, and basic translation to the implementation of the plans and programmes of WGDC.
- Prepare draft plans of activities with the members of WGDC or if necessary, in conjunction with different sources of knowledge external to the institute.
- Prepare reports of ICs, minutes of meetings, workshops, visits etc.
- Draft and finalise work plans and budget of WGDC.
- Take active part in participatory ground level planning and follow-up from different stakeholders of Institute (Students, Faculty, Staff, and Administration etc).
- Performing other relevant duties as required.

Monthly remuneration: Rs. 40000 to 45000 (Commensurate with educational qualification and work experience)

Qualification & experience: A Master's Degree in Social Work, Gender Studies or Gender and Law. A good academic record with at least 55% or B+ in the academic 10 point grade scale.

Applicant should have at least two years of professional experience of working on gender issues or crime against women in India.

The preference may be given to the candidates having -

- Good understanding of the laws and policies of India, with special reference to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013, UGC Guidelines 2015, Vishakha Guidelines, Saksham Report etc.
- Comprehensive knowledge about different intersectionalities of gender, caste, class, race etc. operating in the current scenario of India
- Personal flexibility and high motivation
- Excellent communication and good rapport building skills in Hindi and English
- Good skills in Microsoft Office
- Experience in managerial work, taking initiatives and working in teams

Application fee: The application fee of Rs. 500/- to be by the Demand Draft to be drawn in favour of '**Tata Institute of Social Sciences**' payable at Mumbai. The SC/ST/PWD candidates will be waived from the application fee if they attach the required certificate. The application will be valid only on receipt of the application fee for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

Other conditions:

- The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview who may not have applied for the vacancy as per the above procedure.
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- The position is unreserved, but candidates belonging to reserved category can apply.
- No queries or correspondence regarding issue of call letter for interview/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.
- The institute reserves the right to relax qualification of the candidate based on the work experience.
- No TA / DA is payable for appearing for the interview.
- 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).

Application process and interview:

Those candidates who have already applied to this post w.r.t the advertisement no. **ADVT/ TISS/ADMN/SPO/JULY/2019 dated July 12, 2019** need not apply again. Their applications shall be considered based on the eligibility criterion.

Fresh applicants are requested to send their applications along with resume, copies of certificates of educational qualifications and work experience, demand draft/caste certificate in case of SC/ST/PWD candidates on or before September 10, 2019. The application be addressed as below.

The Assistant Registrar (P&A)

Tata Institute of Social Sciences, P.B. 8313,

V N Purav Marg, Deonar, Mumbai 400088.

The short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Mumbai.

Selected Candidates are expected to join within 15 days of their selection.

Dy. Registrar (P&A)