

Date: 08/05/2024

## Applications are invited for the post of Field Data Manager

### Pragati (Field Action Project of TISS)

#### **About Pragati:**

Tata Institute of Social Sciences invites applications for a year for Field Data Manager for Pragati-IRHDP, Field Action Project, by the Centre for Health and Mental Health, School of Social Work, TISS, Mumbai. Pragati-Integrated Rural Health and Development Project (IRHDP) has been functional since 1986 in the village of Aghai, in the Thane districts of Shahpur Tehsil. Till date Pragati project has taken various steps at various levels for the development of the 'Adhivasis' or tribal people. The main tribal populations that cover these regions are the Konkana, Katkari, and Warli tribes.

**Duration of the Study: 12 months**

**Starting Date: 13/05/2024**

**Last date for application: 25/05/2024**

**Job Location: Aghai.**

**No of positions: 1**

#### **Roles and Responsibilities:**

- Data to be collected and identify the resources with which to effectively collect them.
- Create data collection templates.
- Organize, implement, and enforce correct data collection policies and methods
- Give proper training to employees to be able to perform data collection independently and effectively
- Maintaining data base and MIS in consultation.
- Skills, Ability & Knowledge for Data Manager Role

#### **Essential Qualifications:**

- Any Bachelor Degree with minimum of two years' experience.
- Language Proficiency: Marathi, Hindi and English.
- Good in communication skill.

**Remuneration:**

Consolidated salary of Rs. 25000/- pm.

**Application Process:**

- Kindly send your CV via email to ***pragati.irhdp@gmail.com***
- Programme Co-ordinator: Pravin Yadav
- Only shortlisted candidates will be informed about the interview.

**Other Conditions:**

(a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction/Skill test, 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 /skill test in case of high response.

(c) No queries or correspondence regarding issue of call letter, selection of candidates for the post etc 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.

**Note: Selected candidates are expected to join duty within 10 days of intimation of their selection.**

**Project Leader,**

**Prof. Asha Banu Soletti**