



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(Declared as a Deemed to be University under Section 3 of the UGC Act 1956, a grant-in-aid Institute under Ministry of Education, Government of India)

26.03.2025

Vacancy Notification for Project Staff

Project Name: Socio-Economic Impact of Tribal Development Projects by NABARD across Indian State

Commissioned by: National Bank for Agriculture and Rural Development (NABARD)

Project Holder: Tata Institute of Social Sciences, Mumbai

Scope of Work: The study seeks to assess the social and economic impact of the models and explore ways to expand them to improve tribal livelihoods and ensure long-term economic wellbeing across various part of country.

1. Research Assistant: Quantitative Data Analysis (8 numbers)

Duration: 2 months

Honorarium: Rs. 40,000/- Lumpsum

Nature of Engagement

- Design, conduct and coordinate field level surveys, and coordination with Research Investigators;
- Collate and analyse findings from the data collected;
- Present Reports on findings to diverse stakeholders;
- Conduct Key Informant Interviews and transcribe data
- 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

Qualification and Skills Required

- Master's degree social sciences, preferably economics/development studies/with minimum 2 years of relevant experience with exposure for conducting surveys, and report writing, preferably in the social development sector/public policy/journalism;
- 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;
- The candidate is expected to work on the following aspects:
 - o To supervise and all the activities and ensure that the objectives of the study are met;
 - o Work in teams to design evaluation tools and formats based on pre-defined goals and indicators;
 - o Conduct training and monitor for survey pilots on the field;
 - o Design, conduct and coordinate field level surveys, and coordination with Research Associates and Assistants;

- o Collate and analyse findings from the data collected;
- o Present Reports on findings to diverse stakeholders;
- 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

Required skills

- To be able to perform the above tasks effectively, the Research Assistant 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;
- Conduct and record face-to-face interviews with project affected population, 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;
- A good understanding of Social, political and governance aspects;
- Excellent report writing and Presentation

The job description would include

- Data collection survey tools as mentioned above (including needs assessment survey, life-cycle data collection across economic, social and cultural parameters)
- Data analysis of the collected data in the required format and documentation
- Any other related work

Language Proficiency

- English, Hindi, Malayam, Telugu, Marathi, Assamese, Rajasthani, Telugu

Conditions for engagement

- Candidates who are located in Mumbai or can make their own arrangements for stay in Mumbai only need to apply
- **Candidates who do not have the above skills / experience of prior primary field data collection need not apply.**

2. Research Investigator: Quantitative Analysis (24 numbers)

Duration: 1 months **Honorarium:** Rs. 18,000/- Lumpsum

In the research investigator position

Nature of Engagement

- Conduct level surveys, and coordination with Research Assistants;
- 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

- Maintaining daily field roaster and field data process

Qualification and Skills Required

- Master's degree social sciences, preferably economics/development studies/ statistics with relevant experience with exposure for conducting surveys, preferably in the social development sector/public policy/journalism;
- The candidate is expected to work on the following aspects:
 - o Work in teams to Design, conduct and coordinate field level surveys, and coordination with Research Associates and Assistants;
 - o Collate and analyse findings from the data collected;
- Knowledge of statistical concepts and the ability to deal with large datasets with the help of analysis packages such as EXCEL 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

Required skills

- 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;
- Conduct and record face-to-face interviews with project affected population, 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;
- A good understanding of Social, political and governance aspects;
- Excellent report writing and Presentation
- The job description would include
- Data collection survey tools as mentioned above (including needs assessment survey, life-cycle data collection across economic, social and cultural parameters)
- Data analysis of the collected data in the required format and documentation
- Any other related work

Language Proficiency

- English, Hindi, Malayam, Telugu, Marathi, Assamese, Rajasthani, Telugu
- Any other related work

Conditions for engagement

- Candidates who are located in Mumbai may only apply.
- Candidates who do not have the above skills / experience of prior primary data collection need not apply.

3. Project Coordinator (1 numbers)

Duration: 1 months **Honorarium:** Rs. 22,500/- Lumpsum

As a Project Coordinator, you will play a crucial role in supporting and managing research projects from inception to completion. You will be the backbone of the project, ensuring all processes run

smoothly, deadlines are met, and stakeholders are well-informed.

Key Responsibilities:

- **Planning and Coordination:** Develop and help execute project plans with Project Investigator and co-Project Investigator, set timelines, and oversee the execution of research studies.
- **Administrative Management:** Maintain study documentation, including protocols, consent forms, and regulatory approvals, focus on project deliverables and timelines
- **Data Management:** Organize and process data while ensuring accuracy and compliance.
- **Team Collaboration:** Act as a liaison between researchers, sponsors, and participants to ensure effective communication, ensure smooth functioning of data collection
- **Budget Oversight:** Monitor expenses and prepare financial reports to ensure efficient budget management.
- **Participant Interaction:** Coordinate participant recruitment and ensure their safety and satisfaction.
- **Reporting:** Prepare and deliver study findings through presentations and publications.

Qualifications:

- Bachelor's/Master's degree in [relevant field, e.g., Public Health, Sociology, Science, etc.].
- Proven experience in project coordination or research management minimum 3 years experience
- Strong organizational, analytical, and communication skills.
- Familiarity with project management tools and software.
- Knowledge of regulatory requirements and ethical guidelines for research studies.
- Ability to work collaboratively in a fast-paced environment.

Why Join Us?

Opportunity to work on cutting-edge research projects.

Inclusive and supportive work culture.

Professional growth and development opportunities.

Competitive compensation and benefits package.

Interested candidates may send their CVs to sandhya@tiss.ac.in on or before 5th April 2025. The CVs should also outline and highlight exposure/experience/proficiency in the required skills mentioned above.

Applications will be screened and only shortlisted candidates will be informed by 6th April 2025.

In person interviews of shortlisted candidates will be held on 8th April 2025 (zoom interviews will be taken for only those who cannot come for in person interviews).

The selected candidates are required to join by 10th April 2025.

Project Director