



TATA INSTITUTE OF SOCIAL SCIENCES

(Govt. of India funded Multi-Campus Deemed University under Section 3 of the UGC Act, 1956)
Off-Campus Hyderabad, S.R Sankaran Block,
TSIPARD Campus, Rajendranagar, Hyderabad -500030.

Applications invited for Project Positions at the TISS Hyderabad off-Campus: TISS HYD/PROJECT/FEB/2017

TISS is a centrally funded public university which operates from four campuses located in Mumbai and Tuljapur in Maharashtra, Guwahati and Hyderabad; and has expanded its education, training, research and outreach activities in several states through its centres at Andaman and Nicobar Islands, Bihar, Chennai, Ladakh, Nagaland, New Delhi, Raipur, Ranchi, and Thiruvananthapuram. It has over 4500 students on roll; with nearly one-fifth being Doctoral Scholars.

The Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work with the aim to create human service professionals to work with and enable people overcome poverty, deprivation and unemployment. In 1944, it was renamed as the Tata Institute of Social Sciences. In 1964 the Institute was declared Deemed to be a University under Section 3 of the University Grants Commission Act (UGC), 1956. In 1967, the Institute was notified in the official gazette under the Allocation of Business Rules of the Government of India under the then Ministry of Education. The 3rd cycle of assessment by National Assessment and Accreditation Commission (NAAC) rated TISS with a score of 3.89/4.00; the second highest score amongst all universities accredited by the NAAC thus far.

TISS's off-campus at Hyderabad in collaboration with the Department of Women and Child Development, Government of Telangana is setting up One Stop Centers (OSCs), mandated to provide integrated support and assistance to women and children affected by gender-based violence, both in private and public spaces. A Project Management Unit is being set up for implementation of the OSCs and will be located in the Directorate, Women Development and Child Welfare, Government of Telangana, Hyderabad.

Applications are invited from highly committed and motivated individuals with experience of working on women's issues and on gender-based violence (GBV) to manage the **Project Management Unit** for the implementation of **One Stop Centers (OSCs)**.

These positions are to be filled in initially for a period of **one year** and may be extended further on yearly basis (for two more years) based on the performance of the candidates and continued relevance of the position to the project.

The details of the positions, qualifications required and the job responsibilities are given below.

1. State Project Manager: One position

Remuneration: Consolidated payment of Rs. 60000/- p.m.

Essential Qualification: Master's Degree in Anthropology / Economics / Law / Medicine / Political Science / Social Work / Sociology / Women's Studies and a minimum 10 years of experience working on protection, welfare and development of women, with at least 3 years in leading projects and teams. Excellent understanding of women's issues, policies and programmes and laws and regulations related to gender-based violence is required. A very strong research, monitoring and evaluation, writing and computer skills with a demonstrated proficiency in data analysis for informing laws, policies and programs are required.

A Ph.D. degree in any of the Social Science disciplines with all other relevant skills stated above may be preferred.

Job Responsibilities:

This position liaisons between TISS Hyderabad Campus and DWD&CW with an overall responsibility for setting up and managing the knowledge support project for implementation of OSCs.

Specifically, the position involves:

- Recruitment, capacity building and supervision of the staff of OSCs and other individuals and agencies linked to the programme;
- Create and manage monitoring system to track working of the OSCs; regular updating of functioning of the OSCs to the Director and Secretary, WDCW;
- Coordinate with implementing agencies (NGOs) & District Collector to enable the functioning of the OSCs;
- Develop framework and guidelines for convergence procedures at the district level;
- Develop ideas and create IEC materials to put out as posters and

pamphlets and online social networking platforms;

- Develop monthly, quarterly and annual reports of the performance of the OSCs; and conduct bi-annual process evaluation;

2. Assistant State Project Manager: One position

Remuneration: Contractual payment of Rs. 40000/- p.m.

Essential Qualification: Master's Degree in Anthropology / Economics / Law / Medicine / Political Science / Social Work / Sociology / Women's Studies and a minimum 5 years of experience working on protection, welfare and development of women are required. Excellent understanding of women's issues, policies and programs and laws and regulations related to gender-based violence is needed. The applicant is expected to possess a very strong research, monitoring and evaluation, writing and computer skills with demonstrated capability in data analysis.

Job Responsibilities: To work with and assist the State Project Manager in all above responsibilities.

3. Data Analyst: One position

Remuneration: Contractual payment of Rs. 35000/- p.m.

Essential Qualifications: A post graduate degree in Statistics, demography, sociology with strong data collection, collation, analysis and interpretation and writing reports skills are required. Should have the ability for database creation using EXCEL and transformation using SPSS / Strata / SAS /etc.

Job Responsibility includes:

- Database creation, collation, management and analysis on the functioning of OSCs based at the state-level Project Management Unit.
- Create, maintain and streamline data management systems and online MIS at the state-level PMU.

Application fee: The candidates are requested to express their interest in any of the three positions with detailed resume stating education, employment, skills and three references. The application must be accompanied by a bank draft for Rs. 300/- as processing fees. You are requested to send the application by speed post to the following address so as to reach on or before March 10, 2017. Fees once paid shall not be refunded under any circumstances.

Prof. U. Vindhya
Chairperson, School of Gender Studies

Tata Institute of Social Sciences, Off-campus Hyderabad
S. R. Sankaran Block, TSIPARD Campus, Rajendranagar
Hyderabad -500030.

Candidates are encouraged to email an advance copy of application, CV and DD to u.vindhya@tiss.edu.

Other Conditions:

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/research institution of repute,
- The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
- 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 post is unreserved, but candidates belonging to SC/ST/OBC/NT/DNT categories are encouraged to apply. The reservations, relaxations and concessions for SC/ST/OBC(NC)/PWD candidates shall be applicable as per Government of India rules.
- 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 SC/ST/OBC(NC)/PWD candidates called for interview must necessarily submit the certificate in the format prescribed by the Government of India. OBC candidates are required to submit a certificate regarding his/her 'OBC status and non-creamy layer status' in the prescribed Gol format duly issued on or after 01/01/2016 by the competent authority.
- The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/ interview.
- No TA / DA is payable for appearing for the interview.

Interview: The eligible candidates will be communicated by e-mail and phone to appear for the interview to be conducted at the office of the Tata Institute of Social Sciences, Off-campus Hyderabad, S.R Sankaran Block, TSIPARD Campus, Rajendranagar, Hyderabad -500030.

The selected candidates are expected to join within 15 days from the

date of receiving the appointment letter.

22/2/2017

Registrar