

REQUIREMENT OF POST-GRADUATES IN SOCIAL WORK/SOCIAL SCIENCES FOR PROJECT in Mumbai (Short -term)

A team of faculty members from the School of Social Work in Mumbai have undertaken a project to assist the Mumbai District Collectorate with preparation of a District Strategic Plan.

This three-month project beginning at the earliest would entail several tasks and processes. Key components are: Identifying and review of existing documents and reports, secondary data; identification of and holding meetings/consultations with key stakeholders in the district; report drafting and related tasks.

We need professionals in Social Work/Social Sciences with a Master's degree in Social Work/Social Sciences to work with the faculty team, lead, and coordinate various aspects of the project, the candidates should have relevant experience of work with development issues, and competencies required for the project.

The requirement is as follows:

1. **Project Coordinator:** 1 or 2 for three months (salary from Rs. 40,000 p.m. depending on experience and qualification)
2. **Programme Associate:** 2 - for 2 months (salary from Rs. 35000 p.m. depending on experience and qualification)
3. **Programme (Administrative Assistant):** 1 - for 3 months (salary Rs. 15,000 - 25,000 p.m. depending on experience and qualification)

Proficiency in English, Marathi, and Hindi is essential.

Details

1&2: Post: Project Coordinator (1 or 2) and Programme Associate (2)

Nature of Appointment: Contractual basis

Period of Contract: 2-3 months

Location: Mumbai with extensive field engagement within the city

Requirements:

- A minimum degree of Master's in Social Work. Preference will be given to M.Phil./ Ph.D scholars
- Candidates with excellent analytical and writing abilities for report writing in English will be given preference, as will those with necessary communication skills to coordinate with a wide range of stakeholders.

- Skill in qualitative data collection methods, and knowledge of quantitative research is necessary
- Preference will be given to those who are fluent in Marathi and Hindi (speaking and comprehension)
- Ability to work effectively in teams as well as independently
- Familiarity with the use of MS-Office, emails and the other ICT tools

Salary range: Rs. 35,000 - 50,000 (consolidated and per month)

3. Post: Program (Administrative) Assistant (1)

Nature of Appointment: Contractual basis

Period of Contract: 2-3 months

Location: Mumbai

Requirements:

- Minimum graduate degree
- Proficient in administration with familiarity in working in an academic institution.
- Need to have the ability to coordinate with the programme team, accounts and administration and handle logistics

Salary range: Rs. 15,000 - 25,000 (consolidated and per month)

The terms listed above may be relaxed in exceptional circumstances. Only shortlisted candidates will be invited for an interview.

The last date for receipt of applications by email: 17 January, 2024.

Other conditions:

- The Institute reserves the right to relax qualification and working conditions 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 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
- 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:

- 1. Those interested please write to: dsp.sswmum@tiss.edu by 4 p.m. on Monday, 17 January, 2024**
- 2. A copy of your CV along with your Master's degree and marksheet should be attached. You must mention 'Application for post of __' as the Subject Line.**
- 3. Shortlisted Candidates will be informed over e-mail and/or phone to appear for the Interview in person.**

Note: Selected Candidates should be able to join immediately.

Project Leader/s

10 January, 2024