



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

Notice

JTSDS – DTSF invites applications for the position of Programme Lead (One), Documentation Officer (One) and Research Officer (Three)

About JTSDS and DTSF

The Jamsetji Tata School of Disaster Studies was established in 2006 as an independent centre (The Jamsetji Tata Centre for Disaster Management- JTCDM), consolidating more than 60 year of TISS experience and expertise in disaster relief, response and policy advocacy. JTCDM was elevated to the status of a School in 2015 with the following three centers : Centre for Disaster Management, Centre of Disasters and Development, and Centre for Geo-informatics. The key domains of the school's work towards shaping the disaster discourse are: Capacity Building, Research, Field Action and Policy Advocacy. To be able to address the growing demand for capacity building and other extension services most needed in building a disaster resilient Nation, the school had set up the Disaster Technical Support Facility as an extension of the academic entity. The key areas of work would be : Technical support services on development and implementation of plans and programs; Capacity and System strengthening; Policy and program development support; Knowledge generation, archiving and dissemination; Facilitating state and national dialogues across sectors and projects. The DTSF targets both pre and post disaster technical support needs of a range of stakeholders starting from community based organizations to corporates, I/NGOs, UN multilateral agencies and the Government (Ministries, Departments, Institutions and Authorities).

The Current Projects of DTSF are:

1. Disaster Resilience Leadership Gap Study
2. Disasters and Beyond – Field Action Project
 - Drought Assessment and Mitigation
 - Night Shelters for Disaster Refugees
3. Status report of SDMA's and DDMA's – Research
4. Disaster Risk Reduction Project in Ambegaon – Field Action Project

The Jamsetji Tata School of Disaster Studies (JTSDS) is looking for highly motivated, versatile and competent professionals for its Disaster Technical Support Facility (DTSF). Applications are invited for the following positions to be filled on monthly salary or consultancy basis for a period of 10 months initially and may be extended based on the requirement of the project.

1. Senior Research Officer /Programme Manager (One Position)

Remuneration: Commensurate with qualification and experience (Consolidated Rs. 45000 to Rs 57000 p.m.).

Qualification: MPhil/Ph.D with five years of research/documentation/field experience and evidence of leadership roles in projects.

Job Requirement : Knowledge of the Disaster Management Discipline, Research Skills, Project Management Capabilities, Provide Leadership and guidance to teams, Documentation Skills.

Key Roles and Responsibility: Provide leadership (technical and administrative), Manage and Deliver on Existing Projects, Conceptualize and Bid for New Projects on behalf of DTSP.

2. Documentation Officer / Programme Manager (One Position)

Remuneration: Commensurate with qualification and experience (Consolidated Rs. 45000 to Rs 57000 p.m.)

Qualification: MPhil/Ph.D with five years of research/documentation/field experience and evidence of leadership to projects or MA with more than 8 years of relevant experience.

Job Requirement : Knowledge of the Disaster Management Discipline, Research Skills, Project Management Capabilities, Provide leadership and guidance to teams, Documentation Skills

Key Roles and Responsibility: Provide leadership (technical and administrative), Manage and Deliver on Existing Projects, Conceptualize and bid for new projects on behalf of DTSP.

3. Research Officer (Three Positions)

Remuneration: Commensurate with qualification and experience (Consolidated Rs. 27000 to Rs 30000 p.m.)

Qualification: MA/MSc with 1 to 2 years of research/documentation/field experience.

Job Requirement : Knowledge of the Disaster Management Discipline, Research Aptitude and Skills. Individuals with competence in GIS, Data Analytics (SPSS, ATLAS TI), Project Management Tools and academic writing would be preferred.

Key Roles and Responsibility: Literature review towards conceptualization and designing of research projects, Networking, Proposal Preparation, Data Collection, Data Analysis and Report Writing, Administrative support (Financial and Non Financial Management).

The institute reserves right to relax the qualification or experience based on the specific competencies and relevant experience of the candidate.

How to Apply: Soft copy of detailed CV, sample of writing and the summary sheet given below to be sent by email with the subject line: “APPLICATION FOR DTSF”.

Summary Sheet:

Sl.No.		
1	Name	
2	Age	
3	Gender	
4	Educational Qualification	1. MA/MSc 2. MPhil 3. PhD
5	Completed Years of Experience	
6	Nature of Experience	Nature
		Years of Experience
		1. Research 2. Documentation 3. Project Management 4. Leadership 5. Field 6. Anyother Specify
7	Preference for Nature of Employment	Salary (Full Time / Part time) Consultancy
8	Current location	Mumbai Maharashtra Other Specify

9	Details of Relevant Experience (Not more than 5 bullet points)	
10	Details of Relevant Competencies (Not more than 5 bullet points)	GIS SPSS ATLAS TI MS Project

Please send your applications to secretariat.jtcdm@tiss.edu on or before 30th September 2017.

Administrative officer (P&A)