

Date: 29/05/2023 (Monday).

Applications are invited for the post of Documentation Officer:

Tata Institute of Social Sciences invites applications for the post of Documentation Officer for Pragati- IRHDP, Field Action Project by 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, situated in Shahapur Taluk. Till date this project has taken various steps at different levels for the development of the 'Adhivasis' or the Tribal people. The main tribal population that covers these regions are the Konkana, Katkari, and Warli tribes.

Last date for application: 7/06/2023 (Wednesday).

Job Location: Aghai , Taluka Shahapur Dist. Thane and Mumbai.

No of positions: 1

Roles and Responsibilities:

- Creative content and creating visibility for the project.
- Meeting project targets as decided.
- Undertaking field visits to ensure the quality of work.
- Liaison with Government officials as and when needed.
- Monthly report preparation and sharing with team and stakeholders.
- Conduct research as and when required / document case studies.
- Develop, organize , and manage online content, including organization's website and annual reports.
- Field based research and periodic documenting of activities.
- Work on joint publications with the team.

Networking and Fund raising:

- * Active engagement in writing funding proposals for the project.
- * Networking with diverse organisations that could be supportive to our work/project.

Essential Qualifications:

- Master of Arts in Social Work with minimum of two years' experience.
- Language Proficiency: Marathi, Hindi and English.

Remuneration:

Consolidated salary of Rs. 30000/- 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