



Vacancies for Program Manager, Research Assistant, and Research Interns

The Tata Institute of Social Sciences (TISS), Mumbai is assisting Government of Gujarat for a study project in mining-affected villages in various districts. The study is part of the preparation of annual plans for village development under PMKKKY scheme. TISS is looking for Program Managers, Research Assistant, and Research Interns who will be responsible for carrying out research and conduct a baseline survey to understand the socio-economic impact on the community in the Mining affected villages.

I. Program Manager

The Program Manager will be responsible for carrying out research and supervise the activities of the whole team including RA/RI in the district. The Program Managers would be reporting to Consultants. Other duties and responsibilities may be assigned by Consultants. Weekly work requirements and schedules must be discussed with the Consultants to ensure that the work priorities can be accomplished within the scheduled time.

Positions

There are total **6** positions for the Program Manager

Essential Qualifications

- Master's degree in relevant areas plus minimum 2 years of relevant experience or M.Phil/PhD students of relevant experience of up to 2 years with exposure for Project Management, conducting surveys, and report writing, preferably in the social development sector/public policy/journalism;
- should have excellent written and oral communication skills and have the ability to both lead and function as a member of a team;
- should have the experience to organize and coordinate programs. And to provide strategic guidance to teams;
- Good knowledge and handling of project and program management methodology and techniques;
- The candidate is expected to work on the following aspects:

- To supervise all the activities in a district and ensuring that the objectives of the study are met;
- Work in teams to design evaluation tools and formats based on pre-defined goals and indicators;
- Conduct training and monitor for survey pilots on the field;
- Design, conduct and coordinate field level surveys, and coordination with Research Associates and Interns;
- Collate and analyse findings from the data collected;
- Present Reports on findings to diverse stakeholders;
- To be able to perform the above tasks effectively, the Program Manager 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;
- 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;
- Conduct and record face-to-face and/or telephone interviews with subjects, 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;
- Maintain documentation for data intake, processing, analysis and reporting;
- Maintain a log of issues faced during the survey and or/reporting so results can be replicated/verified;
- Producing accurate and timely reporting of the study status throughout its life cycle.

Preferred Skills:

- A good understanding of Social, political and governance aspects
- Excellent report writing and Presentation
- 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
- Strong leadership and management skills
- Outstanding leadership and organizational skills

Engagement period and Remuneration

Engagement will be for up to 5 months and availability as early as possible. The Program Managers will be awarded appreciation certificate and remuneration of INR 40 to 50 thousand per month according to competencies skill.

II. Research Assistant

The Research Assistant will be responsible for carrying out research and supervise the activities of Research Interns. The Research Assistants would be reporting to Program Manager. Other duties and responsibilities may be assigned by Program Manager. Weekly work requirements and schedules must be discussed with the Program Manager to ensure that the work priorities can be accomplished within the scheduled time.

Positions

There are total **12 to 15** positions for the Research Assistant

Essential Qualifications

- Master's degree in relevant areas plus up to 2 years of relevant experience with exposure for surveys and report writing, preferably in the social development sector/public policy/journalism
- The candidate is expected to work on the following aspects:
 - Work in teams to design evaluation tools and formats based on pre-defined goals and indicators
 - Conduct training and monitor survey pilots on the field
 - Design, conduct and coordinate field level surveys, focus group discussions
 - Collate and analyse findings from the data collected
 - Present Reports on findings to diverse stakeholders
- To be able to perform the above tasks effectively, the Research Assistant shall be expected to work in close coordination with Program Manager and 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, and NGOs.
- 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;
- Conduct and record face-to-face and/or telephone interviews with subjects, 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;
- Maintain documentation for data intake, processing, analysis and reporting;
- Maintain a log of issues faced during the survey and or/reporting so results can be replicated/verified;

Preferred Skills:

- A good understanding of Social, political and governance aspects
- Good computer skills: Microsoft Word/Excel/ PowerPoint and Internet
- Report writing and Presentation
- Knowledge of basic statistical concepts and the ability to deal with large datasets with the help of analysis packages such as STATA.

Engagement period and Remuneration

The selected candidate will be based in Gujarat. Engagement will be for the duration of 90 days. Research Assistants will be awarded appreciation certificate and remuneration of INR 25 to 35 thousand per month according to competencies skill.

III. Research Interns

Research Interns, who will be responsible for carrying out research and conduct a baseline survey to understand the magnitude of socio-economic impact on the community in the Mining affected villages. The Research Interns would be reporting to Research Associates.

Positions

There are total **120 to 150** positions for the Research Interns

Preferred Qualification:

- Graduate or Postgraduate (either completed or enrolled for post-graduate programme), preferably, in Social Entrepreneurship/ Social work/Economics/Agriculture/Development/ Health sector/ Education/ Livelihood /Management/Anthropology/ Law. Graduate/
- Post-graduate in other subjects with an inclination towards development sector work will also be considered;
- The candidate will be based in Gujarat and will to travel extensively across the state in mining-affected villages;
- Should have prior exposure for conducting a survey;
- Should have good written, and verbal communication skills in Gujarati and English and must demonstrate soft skills while working with people and administrators at all levels;
- Maintain documentation for data collection, processing, analysis and reporting;
- Maintain a log of issues faced during the survey and or/reporting so results can be replicated/verified;
- Think creatively about ways to present results for data-based decision making and present data to help decision-makers interpret results for action;
- Ability to clearly articulate his/her views in both written form and through presentations
- Self-motivated with a strong sense of commitment and ability to work under minimal supervision.
- Support the activities of investigators and coordinator

Essential Skills:

- A good understanding of Social & political issues,
- Good computer skills: Microsoft Word/Excel/ PowerPoint and Internet
- Good reading and writing skills

Engagement period and Remuneration

The selected candidate will be based in Gujarat. Engagement will be for 45 to 60 days. After the successful completion of the study, interns will be awarded appreciation certificate and a stipend according to the competencies skill

To apply

The deadline for applying is 10th June 2018. Only shortlisted candidates will be contacted.

Please drop an email to tiss.gujarat1@gmail.com with the **Subject: Position Name – Name of the candidate**, along with your resume , attach one written sample of any work/Report and one reference for the position of ***Program Manager and Research Assistant***.

In case, If the candidate is pursuing *Masters/M.Phil/PhD*, The candidate has to get the signature of his guide and head of the department and the pay will be according to the UGC and Institute norms.

Dr Sandhya Iyer

Chairperson – Centre for Public Policy,

Habitat and Human Development,

School of Development Studies,

In Charge - TISS Social Impact Assessment Cell