

Date: 08/05/2024

**Applications are invited for the post of Project Manager.
Pragati (Field Action Project of TISS)**

About Pragati:

Tata Institute of Social Sciences invites applications for a year for Field Data Manager for Pragati-IRHDP, Field Action Project, by the 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, in the Thane districts of Shahpur Tehsil. Till date, this project has taken various steps at various levels for the development of the 'Adhivasis' or tribal people. The main tribal populations that cover these regions are the Konkana, Katkari, and Warli tribes.

Duration of the Study: 12 months

Full time position: Project Manager

Starting Date: 13/05/2024

Last date for application: 25/05/2024

Job Location: Village - Aghai, Shahapur, Thane

No of positions: 1

Qualification:

Minimum Requirement

- MSW (priority for MSW with Counselling based experience)
- Candidate should have proficiency in Marathi, English and Hindi.
- The candidate should have necessary research skills of coordinating a team, qualitative data collection, transcription, data entry and qualitative and quantitative data analysis and report writing.

Job responsibilities:

Project Manager will be responsible of overall handling of the project. The Project Manager will report to the Project Leader and the relevant section heads of the Institute. Liaison between Mumbai office and Aghai office. Monitoring and evaluation of the project. Documentation of the all the project activities. They should be ready for intense travelling during the project period.

Project Implementation Work:

- Oversee the implementation of the project activities.
- Oversee the monitoring and evaluation of the project

- Paper work and co-ordination with different stake-holders work related to the project

Research and Documentation:

- Document the activities of the project.
- Design and apply for funding for the project as and when required.
- Monitoring and evaluation

Project Administration related:

- Co-ordinate with the project team in Mumbai and Aghai
- Overseeing the financial activity - vouchers of expenses on the project
- Corresponding with and following up with the accounts and personnel departments at TISS, Mumbai on project reimbursements.

Salary:

- The candidate will be paid a consolidated salary of Rs. 35000/- per month.
- Fieldwork expenses related to travel will be reimbursed according to TISS norms.
- 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,

Prof.Asha Banu Soletti