

Name of the project: Building Capacity for Using Evidence for Tobacco Control: GATS Follow Up Study

Name of the Post: Research Analyst

No. of Post: 01

Location: TISS, Mumbai

Duration: Till 31st March 2025

Salary: Rs. 48,000/- per month

Last date of applications: 27th February 2025

Scope of work

The Research Analyst shall be responsible for delivering research tasks and carrying out the project's required administrative and logistic operations. The responsibilities shall mainly include data analysis, literature review, preparation of tables, drafts of reports and papers, assisting in organizing workshops, and coordinating with various organizations to ensure that the project outputs are achieved within the time frame.

Required qualification

- Master's degree with proven experience in social sciences/public health-related projects.
- Advanced experience with statistical analysis tools (Stata/SPSS)
- Experience in handling large-scale survey data, specially GATS/NFHS/NSSO datasets
- Good communication and coordination skills, as well as demonstrated writing skills.
- Ability to work in a fast-paced and team environment.

Other Conditions:

- Preference will be given to candidates with work experience. The Institute reserves the right to relax the qualifications of the candidate based on work experience.
- The Institute reserves the right to cancel the recruitment without assigning any reason.
- The Institute reserves the right to invite persons for interview who may not have applied as per the above procedure and not fill up the vacancy

advertised.

- Applications received will be shortlisted; therefore, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for the interview.
- No queries or correspondence regarding the issue of a call letter for online 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.
- The positions are purely contractual, and the appointment contract will be subject to (1) satisfactory appraisal every month and (2) continuation of the projects.

Application Procedure

The application should be sent with the following documents via email to gats2followup@gmail.com with the Subject Line: “Application for the post of Research Analyst.”

1. Updated curriculum vitae
2. One writing sample from previous work/research

Only shortlisted candidates will be informed and invited for the interview.