



TATA INSTITUTE OF SOCIAL SCIENCES
(Govt. of India funded Multi-Campus Deemed University under
Section 3 of the UGC Act, 1956)
Off-Campus Hyderabad, S.R Sankaran Block
TSIPARD Campus, Rajendranagar, Hyderabad - 500030

TISS HYD/PROJECT SRCW

MAY 17, 2018

Applications invited for Project Positions at the TISS Hyderabad off-Campus

TISS is a centrally funded public university which operates from four campuses located in Mumbai and Tuljapur in Maharashtra, Guwahati and Hyderabad.

TISS's off-campus at Hyderabad is the knowledge partner of the State Resource Centre for Women (SRCW) with the Department of Women and Child Development, Government of Telangana set up under the scheme of the National Mission for Empowerment of Women (NMEW). The SRCW aims to prepare state action plans on issues related to women, and to ensure implementation of gender sensitive programmes, laws and schemes. It is mandated to work on inter-sectoral issues affecting women by undertaking research, maintaining gender related data, and engaging in training and capacity building programmes for enhanced understanding on women's issues and issues related to women from vulnerable and marginalized communities in particular.

Applications are invited from highly committed and motivated individuals with experience of working on women's issues for the following positions in the State Resource Centre for Women, located in the **Directorate, Women Development and Child Welfare, Government of Telangana, Hyderabad.**

These positions are to be filled in initially for a period of **one year** and may be extended further on yearly basis (for two more years) based on the performance of the candidates and continued relevance of the position to the project.

The details of the positions, qualifications required and the job responsibilities are given below. **Positions 1 to 4 involve extensive travel within the state.**

1. State Project Coordinator: One position

Remuneration: Rs 50,000 p.m.

Essential Qualifications: Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field. Excellent understanding and knowledge of women's issues and policies and programmes of the government, at the National and State level. Minimum experience of 5 years of working on women's issues, with at least 3 years spent in managing and leading projects and teams. Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.

Desirable: Ph.D. in the relevant field. Previous experience of working with the government on policy issues. Previous publications, articles and articles and papers on the area of expertise, with particular emphasis on women.

Job responsibilities:

- Overall responsibility for effective implementation of the mission in the State including ensuring that the SRCW delivers on the objectives of NMEW.
- Prepare the annual work plans for SRCW in consultation with NMEW and nodal department in the State; prepare and submit quarterly, annual progress reports.
- Anchor mechanisms for on-field convergence between different activity areas (social, economic, political and legal) and identify opportunities for convergence with government programmes and schemes.
- Coordinate with various thematic experts in NMEW to implement interventions including IEC, training and capacity building, research studies including impact assessments, midterm reviews, exploratory research etc.
- Organizing meetings of the State Mission Authority (SMA) at least twice a year, putting up agendas, preparations of minutes, follow up on actions taken.

2. Specialist (Gender): One position

Remuneration: Rs 35,000 p.m.

Essential Qualifications: Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field; Minimum experience of 3 years of working on women's issues; Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.

Desirable: Previous experience of working with the government.

Job responsibilities:

- Coordinate with NMEW for research & knowledge base on critical issues impacting women/girl child including building common mandates with the States to address gender concerns on priority and all activities concerning government schemes and programmes.
- Coordinate and monitor the commissioned studies.
- Undertake any other activity as may be required to further the aims and objectives of SRCW.

3. Specialist (Training): One position

Remuneration: Rs 25,000 p.m.

Essential Qualifications: Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field; Minimum experience of 3 years in the training and capacity building on issues related to women; Good knowledge of computers and ability to work in MS Office packages. Working knowledge of spread sheet and presentation packages.

Desirable: Previous experience of working with the government.

Job Responsibilities:

- Collaborate with NMEW for strengthening training and capacity building activities related to different domain areas such as livelihoods, health, Gender

Budgeting/mainstreaming, Education, awareness building etc. including training of village coordinators

- Undertake any other activity as may be required to further the aims and objectives of SRCW.

4. Research Officer: One position

Remuneration: Rs. 25,000 p.m.

Essential Qualifications: Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field; Minimum experience of 2 years in Research field; Must have computer knowledge and ability to work in various MS Office, data analysis packages like SPSS, STATA etc.

Desirable: Previous experience of working with the government.

Job responsibilities:

- Collate and document information, gender disaggregated data relating to various sectoral areas like livelihoods, health, education with regard to women.
- Undertake empirical as well as desk-based studies to review implementation of gender sensitive health policies and programmes.
- Assist specialist Gender to undertake research studies to assist in framing policies and programmes under the convergence mandate of the Mission.
- Undertake any other activity as may be required to further the aims and objectives of SRCW.

5. Assistant (Training and Documentation): One position

Remuneration: Rs. 15,000 p.m.

Essential qualifications: Graduate in any discipline; Typing speed of 30 wpm is essential, minimum work experience of 3 years.

Desirable: Diploma in Computer applications; Managing computer systems and hardware.

Job responsibilities:

- Maintain computer systems and data entry operations in the SRCW.
- Assist in the training and capacity building programmes, as well as research and other programmes under the convergence mandate of the Mission.
- Record minutes of meeting, records of meeting held by SRCW.
- Undertake any other activity as may be required to further the aims and objectives of SRCW.

Application fee: The candidates are requested to express their interest in any of the above positions with detailed resume stating education, employment, skills and three references.

The application must be accompanied by a bank draft for Rs. 500/- as processing fees, drawn in favour of 'Tata Institute of Social Sciences, Hyderabad campus', payable at Hyderabad. The SC/ST/PWD candidates will be waived from the application fee if they attach the required certificate to the application form. The application will be valid only on receipt of the application fee for those who are

required to pay. Fees once paid shall not be refunded under any circumstances.

The application be sent by post/courier to the following address so as to reach on or before **May 31, 2018**.

Prof. U. Vindhya
Project Leader, School of Gender Studies
Tata Institute of Social Sciences, Hyderabad campus
TSIPARD, Rajendranagar, Hyderabad - 500030.

Candidates are encouraged to email an advance copy of application, CV and DD to u.vindhya@tiss.edu.

Other Conditions:

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute.
- The Institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- The post is unreserved, but candidates belonging to reserved category can apply.
- No queries or correspondence regarding issue of call letter for 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 candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/interview.
- No TA/DA is payable for appearing for the interview.
- In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

Interview: The eligible candidates will be communicated by e-mail and phone to appear for the interview to be conducted at the office of the Tata Institute of Social Sciences, Hyderabad, TSIPARD Campus, Rajendranagar, Hyderabad - 500030.

The selected candidates are expected to join within 15 days from the date of receiving the appointment letter.

Project Leader