



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

Advertisement No. - TISS/SDS/SRA/PM/PF/ETE/AS/RI/04-May-2022

Vacancies for Program Officer, Account Assistant, Policy Fellow, Sr. Research Associates, and Edu-tech/System Engineer/Visual Designer

For a project entitled “**TISS-ECI-IIDEM Master’s Program**”: a collaborative Knowledge & Research project for the capacity development of globally competent electoral professionals, democracy specialists, governance professionals, to educate, train and update the national/global electoral officials/ policy researchers, students and other relevant participants in the area of electoral management & practice of Masters in collaboration with Election Commission of India.

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt. of India. TISS is a Grade I University with NAAC score of 3.89/4 and NIRF 2021 rank of 37 among Indian Universities and 70 overall. With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, 3 Under Graduate programmes in social science disciplines, and over 30 Under Graduate programmes in vocational education (B.Voc. programmes).

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The Institute is currently looking for bright candidates to work with the School of Development Studies for developing a Master’s program in International Electoral Management and Practises (MPIEMP). The School of Development Studies @Tata Institute of Social Sciences (Mumbai) has partnered with India International Institute of Democracy and Election Management (IIIDEM) -Election Commission of India, Delhi for implementing this program.

Applications are invited for the below post to be appointed on purely Contractual basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.

Designation	No of Vacancies	Consolidated Salary	Last Date of Applications	Educational Qualification
Program Officer	01	35000	15-05-2022	Master's degree in Social Sciences or Commerce or Sciences & Management. bachelor's degree with 2-year work experience in the relevant field.
Account Assistant	01	35000	15-05-2022	Bachelor of Commerce / Masters of Commerce with at least 55 per cent or an equivalent grade in a point scale.
Policy Fellow	01	45000	15-05-2022	Master's in Social Science/ Political Science/Economics/Development studies/Law/Governance/Public Policy with minimum 2 year experience in research & policy
Sr-Research Associate	01	70000	15-05-2022	M.Phil or Master's in Social Science/Political Science/ Demography & Population/Electoral studies/Development studies/ law-governance or any other relevant discipline with 2–3-year work experience on Election, Law, Demography and related research areas
Edu-tech/System Engineer	01	50000	15-05-2022	Master of Computer application, (MCA) Bachelor's degree in computer science, information systems (B.tech, B.E), or related field (Master's preferred).

Specific details are given below:

I. PROGRAM OFFICER

The Program Officer will be responsible for research, management and coordinating logistics activities of the research team. The Program Officer would be reporting to the Project Leader/ Project In-Charge. Other duties and responsibilities may be assigned by the Project Leader. Weekly work requirements and schedules may be discussed with the Project Leader to ensure that the work priorities can be accomplished within the scheduled time.

Essential Qualifications

- Master's degree in Social Sciences or Commerce or Sciences and Management. In the case of bachelor's degree holders, candidates should have minimum 2 years of work experience in the relevant field.
- Good Academic record with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed at the Institutions.
- 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 the team.
- Able to coordinate with diverse stakeholders and manage administrative and financial aspects of the project.

- To be able to perform the above tasks effectively, the Program Manager shall be expected to work in close coordination with the Team.
- Maintain accounts, documentation for data intake, processing, analysis and reporting.
- File Research performance progress report on weekly basis.
- 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.
- Excellent knowledge of MS Office; working knowledge of program/project management software (MS Project et cetera) is a strong advantage.
- Strong financial management & organizational skills
- Willing to travel for the project work.

Engagement period and Remuneration

Engagement will be for 12 months and availability as early as possible. The Program Officer will be awarded appreciation certificate and remuneration of fixed INR 35000, thirty-five thousand per month.

II. ACCOUNT ASSISTANT

The Account Assistant will be responsible for maintaining account, documentation, logistic support to the project and team & other finance related work of TISS-ECI-IIIDEM-Master’s program and any other account related issues assigned by the Project Leader/ Project-In-charge. The account assistant would be reporting to the Project Leader and the relevant section heads of the Institute. Other duties and responsibilities may be assigned by the Project Leader. Weekly work requirements and schedules may be discussed with the Project Leader to ensure that the work priorities can be accomplished within the scheduled time.

Essential Qualifications

Qualification and Experience: Bachelor of Commerce / Masters of Commerce with at least 55 per cent or an equivalent grade in a point scale. The candidate must have completed a course of MSCIT and TALLY from a government recognized institution and have minimum Three years of work experience in the field of Finance and Accounts. Preference will be given to those candidates who have:

- Completed BCOM/ MCOM /MBA (Finance) with Three years of work experience.
- Good knowledge of finalization of accounts of charitable organizations, charitable trusts statutory requirements,
- Good knowledge of maintenance of books of accounts as per accounting norms.
- Excellent knowledge of budgeting and multiple accounting & finance management
- Ability to work effectively in teams as well as independently.
- Experience in working on ERP software.
- Proficiency in Word, Excel, Tally and Power Point

Engagement period and Remuneration

The selected candidate will be based in Mumbai and also expected to work remotely as well. Engagement will be for the duration of one year. Account Assistant will be awarded an appreciation certificate and remuneration of INR 35,000 consolidated, thirty-five thousand per month according to competencies skill.

II. POLICY FELLOW

The Policy Fellow will be responsible for doing research, documentation, and reporting on an assigned topic and providing analysis. The Fellow would be reporting to the Project-Leader and Senior Research staff of the project team. They will also work in close coordination with International/national area experts and short-term experts. Other duties and responsibilities may be assigned by the Project Leader and Senior Research Staff of the project team. Weekly work requirements and schedules will be discussed to ensure that the work priorities can be accomplished within the scheduled time.

Essential Qualifications

- Master's degree in any branch of Social Sciences including political science, public administration Population studies, Economics, Women/Gender studies and other relevant field. Also, Law graduates and Graduates with back ground in the rural management, Information technology, population studies, agriculture, soil and water engineering can also apply.
- Good Academic record with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed at the Institutions.
- Relevant experience with exposure for report writing and data analysis, preferably in the election research & management, political science, law-governance and social development sector/public policy preferred.

The candidate is expected to work on the following aspects:

- Help identify priority needs, in development of course design, curriculum, delivery and evaluate other programmes for their efficacy in terms of performance and impact.
- Suggest policy recommendations, strategies to improve the indicators of Program development using existing resources.
- Assist to develop the Master program, mobilization for the programs and helping to the effective delivery of the program
- Design, conduct and coordinate the research.
- Work in teams to design evaluation tools and formats based on pre-defined goals and help organize training workshops/ capacity building workshops
- Willing to travel for the project work.

To be able to perform the above tasks effectively, the Fellow shall be expected to work in close coordination with the Project Leader and Senior Members and with the Research Team.

Preferred Skills

- A good understanding of Social, political and governance aspects
- Good computer skills: STATA, SPSS, Microsoft Word/Excel/ PowerPoint and Internet
- Report writing, Data analysis and Presentation
- Knowledge of basic statistical concepts and the ability to deal with large datasets.
- Willing to travel for the project work.

Engagement period and Remuneration

The selected candidate will be based in Mumbai and also deputed in the IIIDEM Delhi as per the requirements of the project. Engagement will be for the duration of one year. Policy Fellow will be awarded an appreciation certificate and remuneration of INR 45,000 consolidated, forty-five thousand per month according to competencies skill.

III. Sr. RESEARCH ASSOCIATE

The Sr-Research Associate will work with the Project Leader/ Director and help implement the major objectives of TISS-ECI-IIIDEM Master's Project. The Sr-Research Associate would also work in close coordination with national/International area experts and facilitate project implementation including assisting with course design, knowledge, academic and training components of the project. Other duties and responsibilities may be assigned by the Project Leader.

Essential Qualifications

- M.Phil or Master's degree in any branch of Social Sciences/ Political Science/ Public Policy/ Development Studies/ Demography & Population Studies/Economics/Public Administration/Law-Governance/Human Resource Management, Statistics or other related areas of Elections & Electoral Management. Candidates who have working PhD can also apply with a provisional approval prof their supervisor.
- Good Academic record with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed at the Institutions.
- A candidate should have 2–3-year work experience in related areas

Preferred Skills

- Candidates with prior -work experience of working with the Election Commission of India -IIIDEM will be preferred.
- A good understanding of Electoral studies, Political-Demography, Policy and Governance aspects.
- Good software's computer skills: STATA, SPSS, R along with Microsoft office and other research related tools.
- Excellent Knowledge of Big-Data analytics, Electoral Data-Research and Presentation.
- Knowledge of basic statistical concepts and the ability to deal with large dataset or qualitative and electoral data analysis skills.

The candidate is expected to work on the following aspects:

- Help implement the main objectives of the project through academic and research support
- Help design policy recommendations, strategies to improve the course design, structure and curriculum.
- Assist in delivering lectures and preparation of instruction material for workshop/ development events/ programs/ initiatives.
- Develop robust methodologies including quantitative, qualitative, participatory and ethnographic protocols for the research.

Engagement period and Remuneration

The selected candidate will be based at School of Development Studies at Mumbai-campus of Tata Institute of Social Sciences and also expected to work remotely. Engagement will be for the duration of one year and may be extended as per the requirements of the project and also based on the performance. Sr-Research Associate will be awarded an appreciation certificate and remuneration of INR 70,000 consolidated, seventy thousand per month according to competencies skill.

IV. EDU-TECH / SYSTEM ENGINEER AND VISUAL DESIGNER

The Edu-tech Engineer work on a conceptual design by taking technical specifications prepared by the institute analyst and designing system components to meet the set requirements and to help in implement the major objectives of TISS-ECI-IIIDEM Master’s Project. The Engineer will assist in establishing the development of the course, delivery of the courses through online mode and will report to the Project leader and team. He/She will facilitate development of the portal and also assemble the suite of IT and technical resources that the project requires.

Essential qualification:

- B.E./B.Tech. in Computer Sciences, Information Technology (or) Master of Computer application, (MCA) or related field (Master's preferred)
- Good Academic record with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed at the Institutions.
- 0-2 years of relevant work experience.

Desirable qualification:

- Experience in developing web-based applications specifically using Python.
- Experience in working with either Django (Preferred), Flask.
- Working knowledge with database like Postgres (Preferred), MySQL and writing SQL queries.
- Knowledge with Git or any other version controls system.
- Experience working with front-end technologies such as HTML, CSS, JavaScript.
- Good to have knowledge of Ajax.

- Proven track record of installing, configuring, and troubleshooting LINUX-based systems.
- Experience creating scripts (e.g. using Perl, Ruby, Python) and setting up software for automation.
- Exceptional knowledge of networking technologies (OSI network layers, TCP/IP).
- Familiarity with administration, performance tuning, and system monitoring.
- Good knowledge of end-to-end development life cycle.
- Support and Maintain existing web applications.
- Investigate functional problems, finding and fixing defects as needed in servers and networking.
- Good communication skills (written and verbal).

Engagement period and Remuneration

The selected candidate will be based at School of Development Studies at Mumbai-campus of Tata Institute of Social Sciences and also work remotely. Engagement will be for the duration of one year and it may be extended as per the requirements of the project and also based on the performance. Edu-tech/ Engineer and Visual Designer will be awarded an appreciation certificate and remuneration of INR 50,000 consolidated, fifty thousand per month according to competencies skill.

Other Conditions for all position

(a) *The Institute reserves the right to not fill up the vacancy advertised.* The Institute reserves the right to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the above procedure and the Project Leader/ Director reserves the right to modify the necessary qualifications for the candidates in the interests of the efficient implementation of the project.

(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 (Offline/ Online) in case of high response.

(c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

(d) No queries or correspondence regarding issue of call letter for 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.

(e) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc, and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.

(f) In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.

(g) The Institute reserves the right to relax age of the candidate based on the work experience, and it also reserves the right not to fill the posts even after the shortlisting of the candidates for the advertised posts is completed and notified.

(h) Given the financial exigencies of the project, the Institute reserves the right alter/ modify the salary/ honorarium offered to the selected candidates including interns.

(I) No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.

(J) 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).

Application Process:

The above positions will be filled on contract basis for a period of one year which may be extended based on the performance of the candidate and requirement of the institute.

(a) Candidates are requested to apply online through the link provided along with this advertisement on the Institute website: www.tiss.edu. (Apply now: <https://forms.gle/qGraxSkiXXm5Vj6k8>)

(b) Candidates are required to take a print of acknowledgment of online application and keep it for future reference.

(c) Shortlisted candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills depending upon Covid-19 situation.

(d) Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction/ skill test to be conducted at TISS, Mumbai.

(e) Only shortlisted candidates will be contacted after the shortlisting by the selection committee. No email or correspondence will be entertained from non-shortlisted candidates.

Note: Application will be accepted only through this link <https://forms.gle/qGraxSkiXXm5Vj6k8>

Selected candidates are expected to join duty within 7 days.

- **Last date to apply for all positions will be 15-May-2022.**



PROJECT LEADER