

Research Vacancies in Advanced Centre for Women's Studies, TISS

The Advanced Centre for Women's Studies, School of Development Studies, Tata Institute of Social Sciences invites applications for the following vacancies for an international monitoring and evaluation research study on the issue of child marriage in India. This study is to be launched in October 2014.

1. Research Coordinator : 1 Position

Salary: Rs 60,000 consolidated (Salary calculated as per UGC pay scale for Assistant Professor , inclusive of HRA, transport allowance and health insurance coverage.)

Period of Recruitment: 1 year extendable to 3 years

Roles and Responsibilities:

- Complete coordination of all research, evaluation and monitoring activities related to the project , management of research team working in several states of India, and basic financial management of project funds in collaboration with the Institute Accounts section.
- Handling correspondence with all stakeholders related to the Study.
- Developing appropriate tools and instruments for data collection and evaluation and monitoring criteria.
- Organizing logistics for the research teams field visits/ surveys/ case studies etc .
- Overall in-charge and coordination of different kinds of capacity development workshops , meetings ,trainings , national and international conferences related to the project.
- Assistance in preparation and compilation of reports to be submitted periodically to the funding authorities, including preparing digital presentations.

Required Qualifications and Skills:

We are looking for a mature candidate with a post graduate degree in Social Sciences and evidence of specialization in Gender and Development project management .The candidate must have excellent research, writing, documentation and communication skills; about five or more years of experience in monitoring and evaluation of gender/ youth empowerment projects; and capacity to work independently in terms of a managerial function for the Project. Candidates with a PhD in Gender and Development as well as previous experience of coordination of large development research projects involving several stakeholders will be desirable. The position is based in Mumbai but will involve travel to various project sites in India. Excellent computer skills are compulsory.

2. Research Assistants : 8 Positions

Salary: Rs 30,000 consolidated

Period: 1 year extendable to 3 years

Roles and Responsibilities:

- Form part of a larger research team studying organizations working on child rights issues and issues of gender and youth empowerment.
- Review of relevant literature and documentation while being based in Mumbai.
- Data collection and field report writing. This will involve field visits/ surveys/ focus group discussions with diverse stakeholders and collection of materials for case studies of organizations working on the issue of girl child and women's empowerment across India. This will involve much travel. Candidates will be expected to conduct interviews with field

experts , key informants in community based organizations, government, movement/collectives etc.

- Assistance in organizing/ managing logistics of regional workshops, meetings and training programs as well as any national level conferences and convening.
- Implementing evaluation and monitoring protocols at the level of the field.

Required Qualifications and Skills:

We are looking for candidates with a superior post graduate degree in Social Sciences and previous experience of about three years work on gender issues. The candidate must have excellent research, communication and documentation skills . Fluent communication skills in English and Hindi is a must. Candidates with additional knowledge of Telugu and/ or Bengali may be desirable for a few positions. All candidates need to be prepared for extensive field travel.

Candidates are expected to send in their detailed resume with a covering letter, with specific mention of the position applied for to wscentre.tiss@gmail.com by September 20, 2014. Please give details of researches undertaken previously.

The candidates will be shortlisted and interviews will be conducted by the Centre in the second week of October for selected applicants. Candidates selected must be prepared to join immediately in October, 2014.