

**TISS Project Based Position/Centre of Excellence in CSR/Advertisement /
03 January, 2022**

CALL FOR APPLICATIONS

Project Officer/Administrative Assistant,
Centre of Excellence in CSR, Tata Institute of Social Sciences (TISS), Mumbai

Sl. No.	Position Title:*	No. of Position(s)	Duration	Salary
1	Project Officer	3	1 year(May be extended thereafter based on performance of the candidate)	INR 50,000/- to Rs.60,000/- per month (all inclusive)
2	Administrative Assistant	1	1 year May be extended thereafter based on performance of the candidate)	NR 40,000/- to Rs.50,000/- per month (all inclusive)

* Description of responsibilities and required qualifications are mentioned below.

To Apply:

Candidates interested in applying for the position may write to cecsr@tiss.edu, with a one-page statement of purpose and updated CV.

Please mention 'Application for CECSR January 2022' in the subject line of your email.

Last date for receipt of applications: 10 days from the date of publication of this advertisement.

Date of Interview: Shall be communicated only to shortlisted candidates. The shortlisted candidates will be asked to submit a short note on a developmental issue their written/ scientific communication skill. Interviews will be held through video-conferencing/google meet depending on the availability of shortlisted candidates.

Please note: This is a project-based position. Extension of contract is based on project requirement and availability of funding.

Description of responsibilities and required qualifications - Project Officer

Description	
	<ul style="list-style-type: none">• Support in Research related activities and other duties as required in line with skills, experience and role.• Assist with content creation and modules for CSR compendium

of Responsibilities	<p>and knowledge dissemination activities through extensive desk based research.</p> <ul style="list-style-type: none"> • Assist in Creating Effective Communication Strategies, Outreach, Co-ordinate External and Internal Communications flow. • The candidate will also be part of projects related to: assessment of CSR projects and assessment of CSR partner organisations. • The candidate is expected to do multi -tasks with different activities.
Qualification	<ul style="list-style-type: none"> • Atleast a Master's degree (completed). Preferably in the Social Sciences. MBA candidates may apply. Candidates who are yet to receive the degree certificate need not apply. • 1-2 years of experience of having worked in Project related Positions in Government/NGO/Private . • Understanding of development sector and CSR issues in India. • Knowledge of Qualitative/Quantitative research methodologies and data analysis softwares would be preferred. • Good writing skills and proficiency in MS Office especially Excel and Powerpoint. • Knowledge of design software and social media will be advantageous. • Fluency in English (written and oral). Knowledge of regional languages will be advantageous. • Self-motivated and able to work independently as well as part of a team.
Description of responsibilities and required qualifications - Administrative Assistant	
Description of Responsibilities	<ul style="list-style-type: none"> • Manage day-to-day administrative functions at the Centre of Excellence in CSR • Manage office communication • Manage logistics as required for activities and team members • Organizing meetings and conferences • Coordinate with PSUs on administrative and logistical issues • Maintaining database
Qualifications and Additional Skills	<ul style="list-style-type: none"> • Atleast a Bachelor's degree(Completed). • 5-7 years of experience of having worked in Administrative Positions in Government/NGO/Private . • Candidates should have good command over spoken and written English. • Excellent Organizational Skills • Ability to work under pressure and meet deadlines • Working capacity with Computers- Windows, Outlook , Internet

and other soft skills

- Knowledge of database management and data entry operations
- Proficiency in documentation
- Ability in ICT usage