

November 29, 2021

Project Vacancy Announcement

Project Name: Preparing Compensation Policy & its Implementation plan for Project Affected Fisherfolk of Mumbai Coastal Road Project (South)

Commissioned by: Municipal Corporation of Greater Mumbai (MCGM)

Project Holder: Tata Institute of Social Sciences, Mumbai

Scope of Work: The field of study is Mumbai, and field/community engagement for the research study would include community visits (gaathan/fishing village, landing stations and jetty within the project area) and data collection and consultations with primary stakeholders including women and men within fishing communities (fish workers, allied workers and other members from these communities whose lives would be directly/indirectly impacted by the project activity).

Project Duration: 9 months (Expected Start Date second week of December 2021)

Positions to be filled:

Sl. No.	Position	No.	Aprox Honorarium
1.	Project Lead	1	80,000.00
2.	Research Associate	3	70,000.00
3.	Research Officer - Quantitative Research	1	50,000.00
4.	Research Officer - Qualitative / Participatory Research	1	50,000.00
4.	Administrative Assistant	1	30,000.00

1. Project Lead

Qualification and Experience

Masters degree in Social Sciences / Development Studies / Social Work with over 7 years' experience. PhD with relevant work experience will be added advantage; experience of work with impact assessment studies; Understands Policy and Practice in Development sector; demonstrated skills in writing research reports;

Job Description

- Overall coordination and supervision of the Research Project
- Preparing the plan for data collection; both primary and secondary data
- Prepare the tools of data collection in consultation with the Project Directors
- Undertake necessary review of literature
- Analyse secondary data and identify data gaps

- Compile and collate all the data and relevant information
- Analyse the field data; both qualitative and quantitative
- Organise the Consultation Meetings with officials of MCGM / MCRP and other stakeholders
- Write the preliminary draft of all reports in consultation with the Project Directors
- Coordinating the dissemination workshops
- Ensure compliance to the timelines of the project and timely delivery of key project outputs
- Any other tasks assigned by the Project Directors

Required skills

- Excellent skills in oral and written communication as well as presentation skills
- Strong leadership, management and organisational skills
- Knowledge of statistical analysis and the ability to deal with large datasets with the help of analysis packages such as STATA/SPSS/Atlas ti as well as excellent knowledge of MS Office
- Good project management skills with working knowledge of program/project management software (MS Project et cetera)
- Experience of working both at community level, government officials and multiple stakeholders
- Excellent report writing and Presentation

2. Research Associate

Qualification and Experience

Masters degree in Social Sciences preferably in / Development Studies / Economics/Sociology/Social Work with 5 years of relevant experience with exposure for Project Management, conducting surveys, and report writing, preferably in the social development sector/public policy/journalism;

Job Description

- Prepare or assist in the development of the tools of data collection in consultation with the Project Lead and Project Director
- Contact potential stakeholders to introduce and explain study objectives and protocol and to arrange interviews, either in person or by telephone;
- To supervise all the activities in the field
- Coordinate with the field teams and necessary stakeholders
- Conduct training of field staff for data collection, conduct pilot studies
- Design, conduct, coordinate and monitor data collection in coordination with Project Lead and Research Assistants;
- Review and edit data to ensure completeness and accuracy of information;
- Collate, clean and analyse the data collected;
- Prepare preliminary analytical reports
- Present reports and findings to diverse stakeholders

Required skills

- Good skills in oral and written communication

- ☐ Skills in field coordination and process monitoring
- ☐ Good ability to lead and work with team
- ☐ Knowledge of statistical analysis with the help of analysis packages such as STATA/SPSS/Atlas ti as well as good knowledge of MS Office
- ☐ Good skills in data collection documentation and leading the process in the field
- ☐ A good understanding of social, political and governance aspects;

3. Research Officer: Quantitative Research (1 position for 9 months)

Qualification and Experience

Masters degree in Social Sciences (Sociology/ Economics/Development Studies) or Social Work with 3-5 years of work experience. A good understanding of Social, political and governance aspects of development projects.

Job Description

- ☐ Work in close coordination with Lead Consultant and with the Research Team
- ☐ Work in teams to design evaluation tools and formats based on pre-defined goals and indicators
- ☐ Conduct training and monitor survey pilots on the field
- ☐ Design, conduct and coordinate field level surveys and other data collection processes
- ☐ Collate and analyse findings from the data collected
- ☐ Present Reports on findings to diverse stakeholders
- ☐ Maintain documentation for data intake, processing, analysis and reporting
- ☐ Maintain a log of issues faced during the survey and or/reporting so results can be replicated/verified
- ☐ Review and edit data to ensure completeness and accuracy of information; follow up with respondents to clean and get accurate data

Required skills

- ☐ Conducting and processing data collection using quantitative techniques
- ☐ Good skills in developing and operationalising data collection tools
- ☐ Very good understanding of data analysis processes in quantitative methods
- ☐ Very good skills in data presentation
- ☐ Good working knowledge of Marathi / Hindi
- ☐ Knowledge of basic statistical concepts and the ability to deal with large datasets with the help of analysis packages such as STATA.
- ☐ Good writing and communication skills in English
- ☐ Good computer skills: Microsoft Word/Excel/ PowerPoint and Internet; Report writing and Presentation

4. Research Officer: Qualitative/Participatory Research (1 position for 9 month)

Qualification and Experience

Masters degree in Social Work or Social Sciences (Sociology/ Anthropology / Development Studies) or with 3-5 years of work experience with proven skills in qualitative research

Job Description

- Data collection using participatory tools/ participatory livelihoods assessment and planning tools and other qualitative tools, with the fishing communities and other related stakeholders.
- Leading a team of researchers engaged with the above methods and tools.
- Transcription and analysis of the collected data in the required format
- Desk research and community engagement
- Any other related work

Required skills

- Good skills in communication, community organisation, participatory research and interview
- Specialized skills in participatory research in livelihoods assessment methods and tools (including Wealth Ranking, Social/Resource Map, Livelihood Matrix, Skills Matrix, Seasonal Calendar, Daily Activity Schedule, Income and Expenditure Matrix, Access and Control Profile, Cash Inflow and Outflow Calendar, Venn Diagram on Institutions, Actor Matrix, Group Profile Module, Marketing Checklist/, Markets and Mobility Map, Participatory Value Chain Mapping, Problem Analysis Module etc.,) and other qualitative research methods and tools is needed.
- Excellent documentation and skills in analysis.
- Good computer skills: Microsoft Word/Excel/ PowerPoint and Internet; Data Analysis Packages such as Atlas ti. Report writing and Presentation
- Good working knowledge of Marathi / Hindi
- Good writing and communication skills in English

5. Administrative Assistant (1 position for 9 months)

Qualification and Experience

Bachelors degree in any discipline with 1-2 years of experience in managing administrative tasks in institutions / projects

Job Description

- Manage the project documents and filing
- Organise the travel, material and logistics related to the project
- Maintain project accounts
- Liaising with various sections and departments in TISS
- Managing the project related communications through email and telephone
 - Anyother work assigned by the Project Directors and the Project Team

Required skills

- Experience of Office management for at least one year
- Good working knowledge of Computer, Internet, Emails, MS Office etc
- Ability to work as a member of the team

Tentative Timeline of the Project:

Announcement of vacancies	: 29 th November, 2021
Last date for submitting applications	: 6 th December, 2021
Intimation to Shortlisted candidates	: 7 th December, 2021
Personal Interview for shortlisted candidates	: 10 th December, 2021
Intimation of Selection	: 12 th December, 2021
Tentative Joining Date	: 15 th December, 2021
Project Ending	: August 2022

(In exceptional circumstances, additional joining time may be given at the sole discretion of the Project Directors upon request)

The interested candidates may mail to Prof. P.K. Shajahan shajahan@tiss.edu, Prof. Swati Banerjee sbanerjee@tiss.edu and Dr. Sandhya Iyer sandhya@tiss.edu mentioning the position applied for, their mail Id, contact nos and a brief CV.

Project Directors