Short term Job Vacancies

Tata Institute of Social Sciences (TISS) has undertaken a study for Preparation of Micro Development Plans for 27 Blocks in 13 districts of Maharashtra, funded by Planning Department-Government of Maharashtra. The study aims at localising SDGs across blocks, establish monitoring and evaluation frameworks and provide a strategy report for the achieving Agenda 2030 at the block/taluka level. Applications are invited for the following positions:

Openings
   1. Programme Officer: Last Application Date: September 24, 2022
   2. Research Associate: Last Application Date: September 24, 2022
   3. Data Analyst (Quantitative and Qualitative): Last Application Date: September 24, 2022
   4. Contents Editor and Designer (Consultant Position) Last Application Date: September 29, 2022
   5. Data Engineers (Consultant Position) Last Application Date: September 29, 2022

   1. **PROGRAMME OFFICER- (1 Post Duration 4months)**
      Last Application Date: September 24, 2022

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. 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.

Job Responsibilities and Duties
   - Organize and coordinate programs and to provide strategic guidance to the team.
   - Coordinate with diverse stakeholders and manage administrative and financial aspects of the project.
   - 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.

Qualifications
   - Good Academic record with at least 55% of the marks at Graduate level equivalent grade in a point scale wherever grading system is followed at the Institutions.
   - Candidates with B. Com/ B.A with minimum of 2 years experience
   - Should have excellent written and oral communication skills and have the ability to both lead and function as a member of a team
   - Prior Project management experience

Remuneration: Rs. 40,000 per month

2. RESEARCH ASSOCIATE (POSITIONS 3: 4 MONTHS)
Last Application Date: September 24, 2022

The short-term research expert will be an integral part of a team that works on designing and building solutions and prepare policy advocacy reports. In this role, you will be a part of the project by working hand in hand with in research and analytical team, and with multiple stakeholders, and contributing to research-driven insights.

Key Responsibilities
- Conduct rigorous secondary and primary research and analysis to arrive at the insights needed to solve the problem
- Identify and help mitigate key project risks in consultation with the project lead
- Provide execution/ operational guidance and cover to research analysts on the project - across research, framework development, analysis and report writing
- Lead smaller delivery projects/ tracks independently when required

Qualification
- M.A. Economics/ Social Sciences Public Policy from a competent program in India or abroad.
- 2+ years of proven experience in leading research projects, preferably in sectors such as Development Economics/Public Economics
- Knowledge of research methods and tools for primary/ secondary research, data analysis etc.
- Outstanding verbal and written communication skills with exceptional attention to details
- Demonstrated Report writing skills.
- Knowledge of statistical concepts and the ability to deal with large datasets with the help of analysis packages such as STATA/SPSS will be an additional advantage.
- Excellent knowledge of MS Office; working knowledge of program/project management software (MS Project et cetera) is a strong advantage

Remuneration – Rs.40,000 p.m.

3. DATA ANALYST – (QUANTITATIVE ANALYST: POSITION 5; DURATION 3 MONTHS)
Last Application Date: September 24, 2022

The data research analyst is primary responsible for analyzing data, maintaining and constantly improving the quality of an organization's data, and collaborating with the research team to present data in a convincing way.

Key Required skills
- Responsible for creating appropriate documentation to support effective requirements definition, including charts, graphs, and logic model diagrams as needed
- Responsible for assessing research requirements and utilizing improved tactics for appropriate statistical programming and analysis.

Qualifications

- Graduate Mathematics/ Economics/Data analytics with minimum 2 years' experience or pursuing
- Experience in data analysis that demonstrates their ability to present data using visualization and analysis tools and carry out quantitative analysis
- Familiarity with data modelling, including regression models
- Experience with STATA, R, SQL, Tableau, Python
- Ability to manage large data sets.
- Data research analysts have to work with research teams
- Communication skills: It is also essential that they can manage complex technical details and communicate technical concepts to non-technical audience

Remuneration: Rs. 35,000 per month

4. **DATA ANALYST – (QUALITATIVE ANALYST: POSITION 2; DURATION 3 MONTHS)**
   Last Application Date: September 24, 2022

The data research analyst is primary responsible for analyzing data, maintaining and constantly improving the quality of an organization's data, and collaborating with the research team to present data in a convincing way.

Key Required skills

- Responsible for creating appropriate documentation to support effective requirements definition, including charts, graphs, and logic model diagrams as needed
- Responsible for assessing research requirements and utilizing improved tactics for appropriate statistical programming and analysis.

Qualifications

- Graduates in Social Sciences with 2 years' experience or currently pursuing Masters students
- AtlasTi in data analysis that demonstrates their ability to present data using visualization and analysis tools and carry out quantitative analysis
- Writing case studies and conduct best practices research.
- Data research analysts have to work with research teams
- It is also essential that they can manage complex technical details and communicate technical concepts to non-technical audience

Remuneration: Rs. 35,000 per month

5. **CONTENTS EDITOR AND DESIGNER (Consultant Position: 1; Short Duration 3 months)**

Content editor will be responsible for researching, proofreading, and publishing both traditional and online media. Has the ability to translate documents from local languages and vice versa. They analyze readership data and develop content strategies to increase user engagement. Content editors would have to fact-check articles and ensure the use of proper spelling, grammar, and syntax in outputs.

Job Responsibilities and Duties

- Proofreads and edits the work of content writers
- Ensures the tasks are completed in a timely manner
- Fact checks and verifies information and research
- Contributes new ideas for future publications and helps create digital and traditional media
- Helps define content for the Dashboard, policy briefs and reports
- Will be responsible to translate reports from English to Marathi

Qualifications

- Bachelor's degree in Journalism, English, or related field
- Exposure to Social Science/ Social Sector editing for a minimum 2 years of experience as an editor, or similar position
- Hands-on experience with MS Office and publishing tools
- Excellent writing and proofreading skills
- Strong communication skills
- Team player
- Highly organized

Remuneration: Rs. 1,60,000 Consolidated

6. **DATA ENGINEERS– (CONSULTANT: POSITION 2)**
   Last date September 29, 2022

Data engineers will be responsible to adopt methods to improve data reliability and quality. They combine raw information from different sources to create consistent and machine-readable formats. They also develop and test architectures that enable data extraction and transformation for predictive or prescriptive modelling. They would be responsible to enhance data analysis with data visualisation for preparation of state-of –the-art Dashboards

Job Description

- Data engineers will have to employ various tools and techniques to construct frameworks that prepare information for use by data scientists.
- Liaising with co-workers to elucidate the requirements for each task.
- Conceptualizing and generating infrastructure that allows big data to be accessed and analyzed.
- Reformulating existing frameworks to optimize their functioning.
- Testing such structures to ensure that they are fit for use.

- Preparing raw data for manipulation by data scientists.
- Detecting and correcting errors in your work.
- Ensuring that your work remains backed up and readily accessible to relevant for the project.
- Remaining up-to-date with industry standards and technological advancements that will improve the quality of your outputs.

Education Qualification
- Bachelor's degree in Computer Science, Mathematics, or any other IT-related course of study.
- Certifications in Python, Java, R, and C++ would be preferable
- This job requires a lot of understanding regarding theoretical aspects.
- Knowledge about database systems and data warehousing.
- Perform a comparative analysis of data stores, coding in Python and R. An advanced level of Python knowledge is beneficial in a variety of data-related operations will be an added advantage.
- Well-versed with Operating System like UNIX, Linux, Solaris, and Windows.
- Knowledgeable with Apache Hadoop-Based Analytics to assist in a wide range of operations, such as data processing, access, storage, governance, security, and operations. With Hadoop, HBase, and MapReduce, you can further your skill sets.

Remuneration: Rs. 1,00,000 consolidated

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.

(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 and women are strongly 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.

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

(i) 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).

(j) The institute reserves the right to cancel/ postpone the recruitment even after the shortlisting and interview of the candidates.

Application Process:
(a) Candidates are requested to apply online through the link provided along with this advertisement on the Institute website www.tiss.edu

Programme Officer, Research Associate and Data Analyst please use the link:
https://docs.google.com/forms/d/e/1FAIpQLSd0GKTDpD83tQQBhfyEFVEQoeoTKVVK5LSmhw8OVv2ZNipyjA/viewform?vc=0&c=0&w=1&flr=0

Content and Web Designer; Data Engineers
https://docs.google.com/forms/d/e/1FAIpQLSd0GKTDpD83tQQBhfyEFVEQoeoTKVVK5LSmhw8OVv2ZNipyjA/viewform?vc=0&c=0&w=1&flr=0

(b) Only shortlisted candidates will be contacted by email or phone to attend online interview in zoom platform. No correspondence will be entertained from non-shortlisted candidates.

The selected candidate may have to join immediately.

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Project Director
Dr. Sandhya S. Iyer