



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

ADVT/TISS/ADMN/PM/SHSS/2023

21st August 2023

Applications are invited for the following multiple positions of a project on health and wellness centers to be operated in the state of Uttarakhand

Human Resources required a Field Project Independent Monitoring and Supervision of Primary Health Care Provisioning through Health and Well Centers in the State of Uttarakhand

Sr. No	Name of the Post	No. of Post	Gross monthly remuneration (INR per month)	Mode of application
1	Programme Executives for Districts	3	Rs 70000/-	Apply through resume/CV send to an email ID : "vijay.validra@tiss.edu" and "dean.shss@tiss.edu"
2	Programme Coordinators (PC)	6	Rs 65000/-	
3	Accountants	2	Rs 45000/-	
4	Program Assistants cum Field Officers For posting in each of the 13 Districts	5	Rs 42000/-	
5	Upper Division Clerks (Admin assistant)	2	Rs 30000/-	
6	Field Investigators For all 95 Community Development Blocks of UK	95	Rs 35000/-	

Tata Institute of Social Sciences (TISS), established in the year 1936 was conferred the status of 'Deemed to be University' in the year 1964, under Section 3 of the UGC Act, 1956. TISS is a centrally funded Deemed to be University under University Grants Commission (UGC), Ministry of Education (MoE), Govt of India (GoI), and operates from its main Campus in Mumbai and Off-Campuses at Tuljapur, Guwahati and Hyderabad. Currently, the Institute offers over 50 Masters' Degree programmes and 16 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labour Studies, Media and Culture, Applied Psychology, Disaster Studies, Habitat Studies among others. BA degree programs in Social Sciences and Social Work are also offered from its Off Campuses.

TISS provides excellent work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action. The Institute nurtures multiple research collaborations with some of the best universities and institutions nationally and across the globe. The School of Health Systems Studies (SHSS), TISS is looking forward to recruiting a highly motivated and qualified Human Resources as mentioned above to its multidisciplinary team for the operational contributions to a project. The candidates should have relevant experience in Health/Development Sector.

Educational Qualification and Experience

1. **For Program Executives-** Master's Degree in Health Sciences, Public Health, Hospital Administration, Social Sciences and allied fields and five years of work experience in project implementation work. Good writing and speaking skills.

Key Responsibilities :

Assist the district team in program implementation matters related to the project.

Create and curate relevant ideas to improve program performance.

Assist the team in training, monitoring, evaluating project as per the program related indicators.

Assist in report writing and preparing monthly program reports of the district.

Draft and write reports on successful intervention of the programs.

Develop collaborations with public and private stakeholders of the project institutions.

Administrative matters related to the project office and work

2. **For Program coordinators-** Master's Degree in Health Sciences, Public Health, Hospital Administration, Social Sciences and allied fields and three years of work experience in project implementation work. Good writing and speaking skills.

Key Responsibilities:

Report to the program executives of the district

Assist the block team in program implementation matters related to the project.

Create and curate relevant ideas to improve program performance at block level.

Assist the block level team in training, monitoring, evaluating the project as per the program related indicators.

Assist in report writing and preparing monthly program reports of the block level

Draft and write reports on successful intervention of the programs at block level.

Develop collaborations with public and private stakeholders of the project institutions at block level.

Administrative matters related to the project office and work at block level

3. **For two accountants-** Bachelor's Degree in commerce, accountancy and allied fields and two years of work experience in project finance and accounts management work. Good writing and speaking skills.

Key Responsibilities:

Report to the PI of the project

Assist the district team in program related financial matters related to the project.

Create and curate relevant ideas to improve program's financial performance at district and block level.

Assist the district and block level team in financial training, monitoring, evaluating the project expenses as per the program related indicators.

Assist in financial report writing and preparing monthly program's financial reports of the program.

Draft and write financial reports on successful intervention of the programs at block and district level.

Develop collaborations with the team, public and private stakeholders of the project institutions at block level.

Administrative and financial matters related to the project office and work at district level.

4. **For UDCs at district level-** Bachelor's Degree in any field and two years of work experience in project implementation, management, and office work. Good writing and speaking skills.

Key Responsibilities:

Report to the project head and program executives of the district

Assist the district team in program related administrative matters related to the project.

Create and curate relevant ideas to improve program's administrative performance at district and block level offices.

Assist the district and block level team in administrative training, monitoring, evaluating the project's administrative and implementation expenses as per the program related indicators.

Assist in financial and administrative report writing and preparing monthly program's administrative reports of the program.

Draft and write need based reports on successful intervention of the programs at district level.

Develop collaborations with the team, public and private stakeholders of the project institutions at district level.

Administrative and financial matters related to the project office and work at district level.

Manage the matters related to office management and daily activities.

5. **For program assistant cum field officers at district level-** Bachelor's Degree in any field and two years of work experience in project implementation, management and field work. Good writing and speaking skills.

Key Responsibilities:

Report to the program coordinators of the district

Assist the block team in program related implementation matters related to the project.

Create and curate relevant ideas to improve program's operational performance at district and block level offices.

Assist the district and block level team in implementation training, monitoring, evaluating the project's implementation performance as per the program related indicators.

Assist in implementation and field related issues of the project Report writing and preparing monthly program's progress reports of the program.

Draft and write need-based reports on successful intervention of the programs at district and block level.

Develop collaborations with the team, public and private stakeholders of the project institutions at district and block level.

Implementation and operational matters related to the project office at district, block, and work at community level

Manage the matters related to program management and daily activities of the project.

Work with and motivate the block level team to improve program performance

Monitoring and evaluating the block level staff to improve their work performance

6. **For field investigators at block level-** Intermediate Degree in any field and two years of work experience in project implementation, management, and field work. Good writing and speaking skills.

Key Responsibilities:

Report to the program coordinators of the related district

Assist the field team in program related implementation matters related to the project.

Create and curate relevant ideas to improve program's operational performance at block level offices.

Assist the block level team and participate in implementation training, monitoring, evaluating the project's implementation performance as per the program related indicators at block level.

Assist in implementation and field related issues of the project at block level

Contribute data and to report writing and preparing monthly program's progress reports of the program.

Draft and write need-based reports on successful intervention of the programs at block level like case studies.

Develop collaborations with the team, public and private stakeholders of the project institutions at block level.

Implementation and operational matters related to the project office at block and work at community level

Manage the matters related to program implementation and daily activities of the project.

Work with and motivate the fellow block level team to improve program performance

Contribute to monitoring and evaluating the block level work to improve their work performance

Duration of appointments: One year (extendable based on performance and requirement of the project of the Institute)

Work Location: Mumbai and Districts/Blocks of Uttarakhand State

Other Conditions.

1. 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 procedure.
2. 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.
3. The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

4. 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.
5. 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.
6. In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
7. The project management team reserves the right to relax age of the candidate based on the work experience.
8. No TA/DA is payable for appearing for the Personal Interaction, if it held at the project area premises.
9. 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 project management team reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).

Application Process

- (a) For post Sr No. 1, 2, 3, 4, 5 & 6 Candidates are requested to apply through resume/CV send to an email ID : “ dean.shss@tiss.edu and vijay.validra@tiss.edu” .
- (b) Shortlisted candidates may be invited for Written test and Personal Interaction for evaluating their proficiency and skills.(Mumbai and Deheradun)
- (c) Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear for the Written test and Personal Interaction to be conducted at the project premises.

The last date for applying is 19th September, 2023.

Selected candidates are expected to join duty within 15 days.

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