

Tata Institute of Social Sciences

**Centre of Excellence on Adolescents and Youth (CoEAY)
Vacancy for Senior Research Officer**

The Centre of Excellence on Adolescents and Youth (CoEAY) is a joint project of TISS and the United Nations Population Fund (UNFPA). The Centre is a platform for bringing together key stakeholders from various sectors: government, academia, civil society, corporates, young people and other experts, to strengthen understanding of, as well as, mobilise effective action on issues related to adolescents and youth in the country. With a focus on nutrition, sexual and reproductive health, mental health and livelihoods, the CoEAY seeks to undertake expert consultations, and research and analysis for engaging in evidence-based advocacy and policy-dialogues. The overall goal is to turn the spotlight on addressing key issues facing young people while simultaneously documenting good practice for demonstrating effective interventions.

The Centre of Excellence wishes to appoint a Senior Research Officer for the project.

Name of the Post: Senior Research Officer, CoEAY

No. of Positions : 01

Location : Mumbai

Duration : 3 months

Remuneration CTC: Upto Rs.70,000/- per month

Last Date for application: August 14, 2017.

The roles and responsibilities of the Research Manager, CoEAY:

- Conceptualize and design framework for research and analyses and assist the Programme Director and Co-ordinator in strategic decision making in relation to the program goals and objectives.
- Undertake scientific writing (papers and reports) for publication and dissemination based on available relevant data
- Monitor the execution of program goals, undertake documentation and reporting including securing necessary authorizations needed for the same..
- Support faculty in identifying good practices in the focal theme areas and provide assistance with search for relevant literature
- Support faculty in developing policy-briefs and advocacy materials in the focal theme areas based on analysis of data and identified priorities
- Assist with planning, conducting and documenting workshops, including trainings, and other meetings as needed
- Network and reach out to relevant experts and stakeholders as needed
- Any other task assigned by the Programme Director and Co-ordinator.

Qualifications:

- Master in Public Health/ Health Administration/ Social Work/ Psychology/ Sociology

Desired Qualification: PhD. In any of the subjects above.

Experience : Minimum 2-5 years working experience in Research projects in the field of adolescents and youth or as independent researcher with some publications in referred journals.

Essential Skills:

- Knowledge of Quantitative & Qualitative research methods and analysis.
- Excellent organisational and administration skills.
- Good Analytical and Presentation Skill.
- Sound understanding of advocacy and policy
- Ability to work well with a range of partners
- Excellent written and spoken communication skills in English
- Proficiency in using computers. Knowledge of SPSS, MS Office-Word, Excel, PPT.
- Willingness to travel within India.
- High level of commitment and integrity and ability to work independently

Application Procedure

Please send the following documents by e-mail to geeta.sethi@tiss.edu along with the following subject line as '**Senior Research Officer for CoEAY.**

1. A Cover Letter
2. Your updated curriculum vitae with your academic record, experience and references.
3. A sample of your writing, specifically a scientific piece including analysis of data.