

## Job Description

**Research Assistants (Total number 2)**

**Salary: UPTO INR 40,000 per month**

**Start date: 20 March 2023 or at an agreed date after)**

**School of Development Studies, Tata Institute of Social Sciences, Mumbai**

**Location: MUMBAI**

**Last date of submission of application: **15 March 2023.****

### Reports to

Professor Abdul Shaban

### Context

The Tata Institute of Social Sciences (TISS) is a Deemed to be a University under Section 3 of the University Grants Commission Act (UGC), 1956, Government of India, and has been engaged in cutting edge research, teaching and community engagements.

Two Research Assistantship will be for 3 months working on the British Academy funded project on “Digitizing the Periphery” Research Assistants (RAs) will work as part of an international research team led Professor Abdul Shaban (co-PI/Collaborator) from TISS, and by Prof. Ayona Datta (PI), in University College London (UCL).

**See the project website for further details:**

<https://digitisingperiphery.wordpress.com/research-team/>

**The appointment will be from 20<sup>th</sup> March to 30<sup>th</sup> June 2023. The terms and conditions of appointment will be as per the TISS Project Staff Appointment Rule.**

### Duties and responsibilities

- Work in a highly collaborative manner with team members and maintain regular communication with PI and across the team.

- Transcribe and translate documents, audio/video clips and field interviews from local languages to English.
- Contribute to writing project report and producing policy tools for the project in collaboration with other team members
- Record, transfer and safely store (according to Data Protection rules of all participating countries) all documents and personal information for the purposes of research.
- Write reports, policy briefs, and to deliver outputs on time and to agreed specifications with project PI, line manager and other team members.
- Assist in and provide support to project team during organization of workshops in Mumbai and London.
- Undertake any other assigned work related to the project as suggested by PI and Co-PI.

The post holder will maintain an awareness and observation of Fire and Health and other Safety Regulations.

### How to apply:

Applications should include:

- Your full CV (max 2 pages including publications)
- A 1 page personal statement, based on the information on the project website, about how your current research interests will contribute to the “Digitizing the Periphery” project.

- **The applicants should ensure that they address how they fulfill the criteria under list of 'Person Specification' given below (in the order provided).**

Informal enquiries may be made to Professor Abdul Shaban ([shaban@tiss.edu](mailto:shaban@tiss.edu)) and /or Prof. Ayona Datta ([a.datta@ucl.ac.uk](mailto:a.datta@ucl.ac.uk)).

The application should include a single PDF file including the above document above and emailed to [recruitment.pdra.tiss@gmail.com](mailto:recruitment.pdra.tiss@gmail.com) on or before **15 March 2023**.

**Shortlisted candidates will be asked to transcribe a 5 min recording 24 hours before interview.**

# Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
<b>Qualifications, experience and knowledge</b>		
M.A./MSc in social sciences	E	A
Research experience in urban contexts relevant to the research project (especially in Mumbai Metropolitan Area)	D	A, I
Experience of using qualitative research methods, including in-depth interviews with stakeholders, archival/document searches, ethnography, discourse analysis.	E	A, I
Experience of writing reports and organising workshops	E	A, I
Experience of and enthusiasm for collaborative and team-based working	E	A, I
<b>Skills and abilities</b>		
Excellent interpersonal, oral and written communication skills, including in local languages (Hindi/Marathi) relevant to the research project	E	A, I
Ability to transcribe recorded videos/Audios	E	A, I
Ability to write academic texts and reports		
<b>Personal attributes</b>		
Ability to work independently as well as part of a team	E	A, I
Ability to take initiative and deliver to deadlines	E	I

**Professor Abdul Shaban**

[Project Director, TISS]