

**Advertisement for Project Manager (01), and Technical (Research) Assistants (02)**  
**Centre for Water Policy and Governance, School of Habitat Studies (TISS).**  
**[Last Date for Submitting Application: 10<sup>th</sup> December, 2022]**

ADVT No: ADVT/ADM.TISS-CWPRG/JJMCP/NOV./2022

- **All applications should be sent at: [jjmcp.tiss@gmail.com](mailto:jjmcp.tiss@gmail.com)**
- **Application should clearly mention the position applied for in the subject line.**

The Centre for Water Policy and Governance is looking to recruit highly motivated and qualified professionals and researchers to staff its multidisciplinary teams and contribute to its research project titled as, "Jal Jeevan Mission Chair Professor". The project involves conducting research on the decentralized governance on rural drinking water schemes in general and National Jal Jeevan Mission in particular. The project also focuses on organizing capability building workshops and trainings for public officials and other stakeholders. The JJM team is mandated to function as a think tank and organize policy roundtables and dialogues on the institutional issues pertaining to rural drinking water and sanitation.

**Positions**

<b>Sr. No.</b>	<b>Position</b>	<b>No. of Positions</b>	<b>Location</b>
1	Project Manager	01	Mumbai
2	Technical Assistants (Research)	02	Mumbai
	Total	03	

**Details of each position are provided below.**

**Last date to receive applications:** 10<sup>th</sup> December, 2022  
**Tentative dates for interview:** 15– 20 December 2022  
**Suggested date of joining:** Immediate or as early as possible

**How to apply: Application process and interview**

- (a) Candidates are requested to submit a detailed CV (in pdf), a scanned copy of the relevant certificates of your educational qualifications, work experience, and testimonials [gangaprojectoffice@gmail.com](mailto:gangaprojectoffice@gmail.com)
- (b) Candidates are requested to write the position name in the subject line of email while sharing the above-mentioned documents
- (c) Shortlisted candidates will be informed over e-mail and/or mobile phone to appear for the Personal Interaction to be conducted at TISS, Mumbai

### **Other conditions**

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute
- The Institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview
- The post is unreserved, but candidates belonging to reserved category can apply No queries or correspondence regarding issue of call letter for interview/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
- The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/interview
- No TA/DA is payable for appearing for the interview
- 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)

### **[Detailed Job Description for Technical \(Research\) Assistants \(02 Positions\)](#)**

You will work with the National Jal Jeevan Mission at Centre for Water Policy and Governance in the area of decentralized (rural) drinking water governance, capability building, community participation and relevant themes.

### **Key Responsibilities:**

- Participate in and support research process as per the requirements posed by the PI/CO-PI, including and not limited to, tool design, data collection and management, compliance with ethical standards, data analysis, writing, and dissemination
- Undertake extensive travel as per the requirements of the research in different Indian states for collecting data and monitoring data collection done by local project partners or project associates
- Participate in regular meetings with PI/Co-PIs and support project administration

**Qualifications:** Post-graduate in Economics, Development Studies, Social Work, Public Policy, Statistics, or equivalent field/discipline Strong background in quantitative/qualitative/mixed methods research and in using software/tools for data analysis and data visualisation Experience in working on large-scale research projects preferred Proven experience in writing research documents and reports.

**Desired Profile/Skills:** (i) Ability to work in a fast-paced and highly demanding environment, (ii) Ability to work in diverse teams, self-driven, attention to detail, (iii) Ability to manage time, and openness to learning

**Duration:** One year (extendable for an additional year, based on performance)

**Remuneration:** Gross monthly remuneration for the position is fixed at 50000 per month. This amount is inclusive of Professional tax and income tax. Your fieldwork expenses including travel, food and accommodation will be reimbursed in accordance with the TISS/project rules.

**Location:** Mumbai [with frequent travel to research sites]

### **Detailed Job Description for Project Manager**

You will work with the National Jal Jeevan Mission at Centre for Water Policy and Governance in the area of decentralized (rural) drinking water governance, capability building, community participation and relevant themes. Your work would also involve managerial duties including accounts, maintaining communication with donors, organizing workshops, policy roundtables, and training events.

#### **Key Responsibilities:**

- Organize events, such as workshops, policy-roundtables (online and offline), meetings and manage activities and tasks.
- Prepare progress reports and maintain required documentation and communication with Department of Drinking Water and Sanitation and other partners of the project
- Support the PI/Co-PI in the administrative management of the project including project accounts and management of website.
- Participate and contribute to the research and outreach activities suggested by PI/Co-PI
- Undertake travel as per the requirements across Indian states for collecting data and monitoring data collection done by local project partners or project associates.

#### **Qualification Criteria and Competencies:**

- Minimum Educational Qualification: Post-graduate in management sciences/ Social Sciences/social work or equivalent from recognized institutions.
- Excellent English writing skills are a must.
- Research experience in rural development, rural drinking water and sanitation issues and basic knowledge of quantitative research/qualitative methodology would be an added advantage
- Command on Excel, PowerPoint is essential.

- The applicant should be willing to travel to field locations as and when required

**Salary:**

The remuneration is fixed at Rs. 40000 per month as a consolidated amount. This amount is inclusive of Professional tax and income tax. Your fieldwork expenses including travel, food and accommodation will be reimbursed in accordance with the TISS/project rules.

**Appointment: Immediate**

Duration: Initial tenure would be of One year, extendable up to another year based on satisfactory performance.

**Job Location: Mumbai, Maharashtra**

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