



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

ADVT. REF. NO.TISS/PO/June 2019

June 19, 2019

Required Programme Officer for NCSR Hub, TISS
(Offer open to Candidates only with a formal exposure to CSR Activities)

Tata Institute of Social Sciences (TISS), a Society registered under Societies Registration Act, 1860 vide Registration BOM 8/1966 dated 18.01.1966 and also Registered under Bombay Public Trust Act, 1950 vide Registration no. F-1391 and as Deemed University u/s-3 of the UGC Act, 1956 and also registered under Foreign Contribution (Regulation) Act, 1976 vide registration no 083790007 dated 05.06.1988 having registered office at Sion Trombay Road, Deonar, Mumbai – 400088

About the NCSR Hub, TISS.

The National CSR Hub (**Hub**) was established at TISS in 2010 at the behest of the Department of Public Enterprises (DPE) under Ministry of Heavy Industries & Public Enterprises. With the introduction of CSR related obligations in the Companies Act 2013, the CSR landscape in India is being transformed both in terms of the length and breadth of financial commitment directed in this area by corporates. The Hub is a think tank and facilitation knowledge partner and commits itself to the conceptualization and practical implementation of CSR activities of companies. In addition to providing advisory services for CSR, the National CSR Hub helps companies, NGOs and the Government by undertaking action-oriented research to help create impactful, sustainable programmes. TISS is committed towards creating an enabling environment for impactful social investments that are in line with the business strategy and sustainability of corporates. The National CSR Hub advises and engages with multiple private sector companies, in the strategic and technical areas, enabling companies to make socially relevant choices.

Job Profile

Title	Programme Officer (Projects)
Location	NCSR Hub, TISS New Campus
Reporting Relationship	Programme Manager, NCSR Hub
Affiliation	NCSR Hub, TISS
Period of engagement	Initially one year. May be extended based on requirement and performance
The remuneration	Rs. 45,000/- p.m. (commensurate with qualification and experience).

Responsibilities

The Program Officer will provide support towards CSR projects undertaken by the National CSR Hub. This will be in the areas of monitoring and evaluation, impact assessment, and providing strategic inputs. The work broadly includes designing research tools, implementing them during field visits, conducting data collection, data analysis & evaluation, M&E and analysis of field projects and submitting reports in specified time. The programme officer must be willing to travel across the country and work on weekends as per requirements.

Responsibilities of Programme Officer

- Conduct and coordinate field visits to implementing partners of the client.
- Prepare monitoring and evaluation frameworks and report writing formats based on the needs of each visit. If required, orient other team members on the project, tools and formats before the visit.
- Maintain and modify tracker for scheduling field visits to all implementing partners of client. This tracker should also include timelines of report submissions from the implementing partners as well as reports and documents sent from TISS.
- Develop data management tools, dashboards, analytic frameworks and innovations to ensure continuous and harmonized data collection, validation, analysis for monitoring and evaluation of project performance.
- Prepare field visit reports within seven days of returning to office from each implementing partner, get necessary approvals from reporting officer, and send them to the client.
- Coordinate with the finance department to ensure timely submission of reports and invoices to the clients and ensure these communication details are captured.
- Communicate details of project activities and TISS efforts to the client in a timely manner.
- Act as the SPOC (Single Point of Contact) in communication, coordination between NCSR Hub-TISS, the client and implementing partners in absence of Program Manager.
- Collect monthly reports, quarterly reports and other documents from implementing partners and maintain record of the same.
- Prepare year-end project reports and submit them to the client, after necessary approvals.
- Constantly update the client, database concerning the project.
- Provide advisory services towards capacity building and strengthening the processes of the implementing partners.
- Submit M&E report, Final project report & other all necessary reports related to project in defined time line.
- This is temporary project staff position and transferable to any location/any projects within India

Eligibility

- The person should be Post Graduate with 55% of aggregate marks in Development Studies
- Shall have good exposure in CSR Domain and field level project management (PAN India)

- The person should be ready to work on weekends, long hours and ready to travel PAN India on short notice.
- The person should be fluent in English and Hindi.
- The person should be around 23-27 years of age as on 1st May 2019

Interested Candidate may apply to tisscsrhub.11@gmail.com by 24nd June 2019 with their latest CV.

Other Conditions:

- Applications which do not meet the qualifications given in this advertisement and/or incomplete applications are liable to be summarily rejected.
- 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).

Interview: The shortlisted candidates will be intimated telephonically/e-mail to appear for interview to be held in last week of June or first week of July 2019.

The selected candidate has to join with in 10 days from the date of intimation of selection.

Project Leader