



TATA INSTITUTE OF SOCIAL SCIENCES
(Govt. of India funded Multi-Campus Deemed University
under Section 3 of the UGC Act, 1956)
Hyderabad Off-Campus

K.B. Campus, Turkayamjal, Nagarjuna Sagar Road, Hyderabad 501510

**Applications invited for Project Positions on Contractual basis at the
TISS Hyderabad off-Campus: TISS HYD/PROJECT-UNICEF/June 2021**

Due date 25th June 2021

TISS is a centrally funded public university which operates from four campuses located in Mumbai and Tuljapur in Maharashtra, Guwahati and Hyderabad; and has expanded its education, training, research and outreach activities in several other states as well.

With the exponential rise in the number of COVID-19 cases and rapid spread of the disease, there is an urgent need to strengthening activation of communication interventions at district and sub-district level. The Ministry of Health and Family Welfare (MoHFW) is relying on UNICEF's support to provide technical support at the districts level to accelerate promotion of COVID-19 Appropriate Behaviors (CAB) as well as demand generation for vaccine.

With this in mind, UNICEF is envisaging a technical assistance plan along with Tata Institute of Social Sciences, Hyderabad off-campus that can be extended through District SBCC Coordinators or COVID-19 Communication Coordinator, working in close collaboration with the district administration and support in need-based planning, implementation, monitoring and reporting of communication interventions.

Applications are invited from highly committed and motivated individuals with experience of capacity building in the field. These positions are to be filled in initially for a period of one year /six months as mentioned against the post and may be extended further based on the performance of the candidates and continued relevance of the position to the project.

The details of the positions, qualifications required and the job responsibilities are given below:

Job Descriptions of SBCC District Coordination Project for Covid in Telangana:

1. Position	State Project Coordinator (one post)
Reports to	Professor & Chairperson School of Gender Studies Tata Institute of Social Sciences, Hyderabad Campus
Purpose	Coordinate all functions of SBCC district teams and take responsibility for delivering its results on Covid-19 Communication
Duration	15 th June 2021 to 14 th June 2022 (12 months)
Salary	INR 82000/-pm
Key Responsibilities	<ul style="list-style-type: none">• He/ She will be based in Tata Institute of Social Sciences campus Hyderabad.• Liaison with representatives of line-departments, organizations and agencies and promote the work of SBCC District Coordinators in the districts

	<ul style="list-style-type: none"> • In close coordination with the thinktank (internal/external thematic experts), take lead in organizing meetings, and consultative workshops for strategy development and trainings. • Coordinate with line-departments and responsible for development of thematic SBCC strategies for selected themes like AMB, Child Marriage prevention and SAM children • Manage capacity building programs and supervise content/module development and report writing and smooth rollout of training programs • Facilitate TORs for designing and documentation task to be carried out either through local agencies or by the District Coordinators. • Manage in-house creative designing or through outsourcing, ensure timely delivery of print / AV SBCC material (development, adaption, translation) to respective stakeholders • Identified best practices and lessons learned to build capacity and knowledge, and disseminate them through case studies, guidance notes and other relevant media
Qualifications, Skills & Experience	<ul style="list-style-type: none"> • Master's degree in communications/public relations/social sciences, management or similar field. • 6-8 years of progressive experience in handling multi-stakeholder, state or national level communication projects in a multi-disciplinary team. • Excellent communication, writing and drafting skills required. • Good understanding of women and child issues. • Project coordination, preferably with some experience at the national level or state level. • Fluency in Telugu and English • Computer literacy and ability to work efficiently in MS Office • Age to be below 50 years
2. Position	SBCC Training Coordinator (one post)
Reports to	Professor & Chairperson School of Gender Studies Tata Institute of Social Sciences, Hyderabad Campus
Purpose	Responsible for development of training modules, planning and roll-out of training programs in consultation with line-departments, SPC and District Coordinators
Duration	15 th June 2021 to 14 th June 2022 (12 months)
Salary	INR 62000/-pm
Key Responsibilities	<ul style="list-style-type: none"> • Support District Coordinators in design strategies, training plans • Support State Project Coordinator in sourcing content for training modules and developing training modules as appropriate • In collaborative manner, draft a complete communication strategy, outlining clear objectives, target activities, allies, deliverables and indicators, as well as an implementation plan

	<ul style="list-style-type: none"> • Prepare a complete implementation plan with timelines, accountability framework and budgets for state, districts and sub district level. • Be responsible for sourcing data and information for specific M&E needs directly from various databases and surveys. • Review monitoring reports analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation and make recommendations.
Qualifications, Skills & Experience	<ul style="list-style-type: none"> • Master's degree in communications, public relations, social sciences, management, behavioral knowledge and psychometric expertise or similar field. • Five years of progressive experience in handling multi-stakeholder, state or national level communication projects in a multi-disciplinary team. • Excellent training / facilitation skills is a must • Good communication, writing and drafting skills required. • Good understanding of women and child issues. • Project coordination, preferably with some experience at state and level. • Age to be below 45 years
3. Position	Admin Cum Documentation Officer (one post)
Reports to	Professor & Chairperson School of Gender Studies Tata Institute of Social Sciences, Hyderabad Campus,
Purpose	Ensure compilation of project reports, collate district level project data and assist the state project coordinator in budgeting and project accounts preparation. prepare project reports including the financial reports
Duration	15 th June 2021 to 14 th June 2022 (12 months)
Salary	INR 36000/-pm
Key Responsibilities	<ul style="list-style-type: none"> • Support District Coordinators in preparing monthly reports for the for the DC offices as well as for the project. • Will keep track of monthly reports of the DCs for processing of payment of honorarium • Will compile monthly IEC activities plan for approval of the budget • Will prepare FACE, ICE, SoE, quarterly programme report for submission to UNICEF • Will coordinate with TISS finance section
Qualifications, Skills & Experience	<ul style="list-style-type: none"> • Any Bachelor's degree with an experience in handling project support activities, coordinate administrative functions of the projects. • Strong skills in record keeping, compilation of data in excel, word, writing and preparing reports and documents with minimal supervision is a must. • Good understanding of finances and managing accounts will be an asset. • Project coordination, preferably with some experience at state level. • Age to be below 40 years

4. Position	District SBCC Coordinator (Post: 16 Positions)
Reports to	District Collector / DMHO
Purpose	Support District administration in anchoring Risk Communication and Community Engagement (RCCE) efforts by promoting COVID appropriate and COVID sensitive behaviors and programming in the district and build public trust on COVID-19 Vaccine
Period/Duration	15 th June 2021 to 14 June 2022 (06 months from the date of appointment)
Salary	INR 48000/-pm (inclusive of travel)
Key Responsibilities	<ul style="list-style-type: none"> • He/ She will be based in O/o District Collector or DMHO in any district headquarter of Telangana • District SBCC Coordinator will report to and work under the guidance of District Collector • Participate in district taskforce meetings and coordinate development of communication guidelines • Liaison with DH&HO Office, and other line departments in the district and support in planning, implementation, monitoring and reporting of RCCE/SBCC activities • Develop district specific SBCC/RCCE costed plans and facilitate printing, distribution and dissemination of SBCC material on COVID appropriate behaviors and Vaccine Communication • Coordinate with nodal officers of various line-departments in the district to mobilize and facilitate online trainings and periodic updates • Develop a database of key stakeholders in the district – Faith-based Organizations (FBOs), Community-based organizations, non-government organizations (NGOs), Youth Networks (NSS, NCC, BSGs, NYS etc.,) • Facilitate online quiz and monitoring tools to assess knowledge, attitude and behaviors of the communities • Disseminate approved social media messages/products to various groups systematically as per plan • Document best practices and lessons learned and share with SBCC Cell at Hyderabad • Undertake monitoring visits and provide supportive supervision for communication activities
Qualifications, Skills & Experience	<ul style="list-style-type: none"> • Master's degree in communications, public relations, social sciences, management or similar field. • 3-4 years of progressive experience in handling multi-stakeholder at district/state level communication projects in a multi-disciplinary team. • For graduates- 5 years of experience in community mobilization and/or working with NGOs and NGO networks • Possess good understanding of various stakeholders, especially Health, ICDS, Panchayati Raj, Education, Supply, Revenue, Minority Welfare, Municipal Corporation, Civil Defense, Information, Department of Field Publicity, Media, IMA, IAP, FOGSY etc.

	<ul style="list-style-type: none"> • Ability to work with communities from various social, religious and cultural backgrounds. • Has his/her own laptop and mobile phone • Has a 2-wheeler, willing to travel within the district • Excellent communication, writing and drafting skills required. • Good understanding of women and child issues. • Fluency in Telugu and English • Computer literacy and ability to work efficiently in MS Office • Age to be below 40 years
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Proposed placement of District Coordinators

Coordinator Placement	Districts to be covered
1 Hyderabad	Hyderabad
2 Medchal Malkajgiri	Medchal Malkajgiri
3 RangaReddy	Ranga Reddy
4 Warangal Urban,	Warangal Urban, Jayashankar Bhupalpalli
5 Yadadri Bhuvanagiri	Yadadri Bhuvanagiri, Jangaon
6 Nalgonda	Nalgonda, Suryapet
7 Vikarabad	Vikarabad, Narayanpet
8 Mancherial	Mancherial, Peddapalli, Komarambheem Asifabad
9 Medak	Medak, SangaReddy
10 Nizamabad	Nizamabad, KamaReddy
11 Adilabad	Adilabad, Nirmal, Jagtial
12 Khammam	Khammam Bhadradi Kothagudem
13 Nagarkurnool	Nagarkurnool, Wanaparthi
14 Mahabubnagar	Mahabubnagar Jogulamba Gadwal
15 Karimnagar	Karimnagar, Siddipet Rajanna Sircilla
16 Mahabubabad	Mahabubabad, Warnagl Rural, Mulugu

Application: Interested candidates are requested to send the followings:

1. Pl share your details in the enclosed Application Proforma.
2. Original certificates for verification at the time of Interview and all the photocopies to be submitted along with the application
3. You are requested to send the application by email or speed post to the following address so as to reach on or before **25th June 2021**
4. Candidates are encouraged to email an application on the following mail ID:

Chair-sgs.hyderabad@tiss.edu

Address: Prof. Gyanmudra
Project Leader & Chairperson, School of Gender Studies
Tata Institute of Social Sciences, Hyderabad off-campus
K.B. Campus, Turkayamjal, Nagarjuna Sagar Road, Hyderabad 501510
Tel. 7995007701 and 7995007702.

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 SC/ST/OBC/NT/DNT categories are encouraged to apply. The reservations, relaxations and concessions for SC/ST/OBC(NC)/PWD candidates shall be applicable as per Government of India rules.
- 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 SC/ST/OBC(NC)/PWD candidates called for interview must necessarily submit the certificate in the format prescribed by the Government of India. OBC candidates are required to submit a certificate regarding his/her 'OBC status and non-creamy layer status' in the prescribed GoI format duly issued on or after 01/01/2016 by the competent authority.
- 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.

Interview: The eligible candidates will be communicated by e-mail to appear for the interview to be conducted at the office of the Tata Institute of Social Sciences, Hyderabad off-campus
K.B. Campus, Turkayamjal, Nagarjuna Sagar Road, Hyderabad 501510
Tel. 7995007701 and 7995007702.

The selected candidates are expected to join within 10 days from the date of receiving the appointment letter.

11.06.20201

Project Leader