

**TISS Project Based Position/Centre for Excellence in CSR/Advertisement  
WALK IN INTERVIEW FOR PROGRAMME OFFICER**

Programme Officer, Centre for Excellence in CSR,  
Tata Institute of Social Sciences (TISS)

<b>Programme Officer (Project Based)</b>						
<b>Sl. No.</b>	<b>Position Title:*</b>	<b>No. of Position (s)</b>	<b>Scope of work:</b>	<b>Duration</b>	<b>Salary</b>	<b>Location</b>
1	Programme Officer	1	<ul style="list-style-type: none"> <li>• Co-ordination with the funding agency and the implementing partner</li> <li>• Research on National and Global Development Issues</li> <li>• Conducting field visit for project evaluation</li> <li>• Data Analysis and Report writing</li> </ul>	Programme Officer 6 months (February 2020 - July 2020)  Likely to be extended thereafter based on performance of the candidate	INR 55,000/- per month  (all inclusive)	The candidate will be deputed at a partner organisation in Mumbai three days a week and rest of the days needs to work from TISS Mumbai

*\* Detailed description of responsibilities and required qualifications are mentioned below:*

<b>Qualification and Experience</b>	<ul style="list-style-type: none"> <li>• Master's degree in the Social Sciences with knowledge in research methodology.</li> <li>• Prior experience in managing CSR/Development projects is mandatory.</li> <li>• Good writing skills and proficiency in MS Office especially Excel and Powerpoint.</li> <li>• Knowledge of data analysis software.</li> <li>• Fluency in English (written and oral). Knowledge of regional languages will be advantageous.</li> <li>• Ability to work with the corporate partners as well as with the research team at TISS.</li> <li>• Candidates should be able to deliver the duties in the time bound manner.</li> </ul>
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### WALK IN INTERVIEW DETAILS

Venue: Tata Institute of Social Sciences  
M.S. Gore Building, 10<sup>th</sup> Floor, Room No.1009  
New Campus

Date : 14<sup>th</sup> February, 2020 (Friday)

Reporting Time: 09.00 a.m.

Documents required at the time of Interview:

1. Resume
2. Photocopy of Academic Record and Experience Letter

For query: Please contact 022-25525849 (02.00 p.m. to 06.00 p.m.)

Approved for uploading on TISS website, with immediate effect:



4/2/2020

Prof. S. Siva Raju  
Chairperson, Centre for Excellence in CSR  
Tata Institute of Social Sciences