

Vacancy for Training cum Research Officer (Part -time)
Centre For Lifelong Learning
School of Social Work, Mumbai Campus

Position: Training & Research Officer

Number of Positions: 1 (Only for Mumbai based Candidates)

Time Commitment: 3 days per week

Education qualification: Graduate or Post Graduate in Mental health, Social Work, Social Sciences, Education Field, work experience in the related field will be an added advantage.

Experience:

Minimum 2 years' experience in academic, training and research related roles in any institution.

Desirable criteria for short listing candidates:

Experience in coordinating training and academic programmes, and organizing workshop/seminar/conference will be preferred.

Job Roles:

- 1) Managing day-to-day operation and be the first point of contact for all the training (especially Khairiyat Project) and research programmes of Counselling Skills Programme and other continuous professional development programmes for alumni and other initiatives.
- 2) Co-ordination and monitoring for short and long terms training both offline and online training programmes
- 3) Documentation of the training programme, need assessment, taking feedback data
- 4) Coordination with Academic and other Partners, cross functional co-ordination within and outside TISS
- 5) Overall monitoring and review with all stakeholders
- 6) Assistance in organizing conferences
- 7) Assistance in publishing academic outputs .

Competencies Required:

- Excellent stakeholder management both internal and external
- Excellent coordination skill
- Basic skills of Research, managing data.
- Excellent verbal and written communication skills
- Excellent interpersonal, presentation and management skills
- Enthusiastic and Self-motivated
- Excellent team worker

Duration of Engagement: 1 year (contractual)

Salary: 25000 per month

How to apply?

Interested candidates may send detailed CV with details on the competences explained above

lata.das@tiss.edu, mansis@tiss.edu

Important Dates

Submission of CV of application with CV: **15 September 2024 (Sunday)– 06.00 PM**

Tentative date of online interview: **19-20 th September, 2024 (Thursday/Friday)**. Only shortlisted candidates will be notified.

Tata Institute of Social Sciences, Mumbai reserves all rights of shortlisting and selection, and will not communicate in any manner with individuals about the reason(s) thereof or otherwise.

*Candidates from Mumbai or nearby areas need to apply.
