

Position: State Coordinator

Department: Centre for Social Entrepreneurship, School of Management and Labour Studies, Tata Institute of Social Sciences, Mumbai

Reporting To: Project Coordinator and Professor In-charge

About Centre for Social Entrepreneurship: Centre for Social Entrepreneurship was set up in 2007 under the School of management and Labour Studies at Tata Institute of Social Sciences, Mumbai. The Centre offers a full time two years Masters Programme in Social Entrepreneurship. To nurture the aspiring social entrepreneurs at TISS, it has also set up an Incubation Centre established under the Innovative Scheme of University Grants Commission. It has created a strong network also successfully setup up rural incubators in partnership with organisations with similar vision. The Centre also helps the corporates in designing innovation CSR models keeping Social Entrepreneurial approach at the core and offers Executive Post Graduate Diploma Programmes in these fields.

Educational Qualifications: Graduate in any discipline

Experience requirements:

- a) Prior experience as a research coordination or team leader is preferred
- b) Good understanding of Tribal Affairs of the Districts of the State
- c) Good understanding and capability to manage projects
- d) Ability to cultivate, build and maintain strong working relationships with other team members and the related stakeholders

Job Roles:

- a) Plan, implement and maintain data collection from the District Coordinators
- b) Ensure proper translation of the research questions to the local languages
- c) Draw the proper field plan for the District Coordinators
- d) Ensure smooth and efficient day-to-day operation of research and data collection
- e) Act as the primary administrative point of contact for the District Coordinators
- f) Supervise and coordinate the support needed to the District Coordinators for smooth execution
- g) Ensure regular and timely reporting of data from the District Coordinators and collate in the desired format
- h) Compile weekly report in the prescribed format and submit to the Project Coordinator

Competencies Required:

- a) Excellent stakeholder management both internal and external
- b) Excellent computing skill of word and numerical data entry in English
- c) Excellent verbal and written communication skills
- d) Excellent Interpersonal, Presentation and Management skills
- e) Enthusiastic and Self-motivated
- f) Excellent Team worker.

Duration of Engagement: 3 months

Salary: Rs. 30,000 per month (consolidated, including internet data and mobile charges, and local travel)

Start Date of Application: 26th August

Last Date of Application: 20th September

Applications to be sent to: tiss.cse@tiss.edu

Application needs to be accompanied with a one pager SOP (Statement of Purpose)