

Tribal Research and Training Institute, Pune
Tribal Development Department
Government of Maharashtra

Background

Tribal Development Department (TDD), Government of Maharashtra is working towards socio-economic empowerment of Tribal Communities. Maharashtra accounts for 10.35 % of the Scheduled Tribe population of India and is the second largest Tribal Population in the country. In recent years, Tribal Development Department has initiated many innovative programmes in Education, Health, Nutrition, income generation and securing their rights to land and forest resources for equitable growth of tribal communities.

The department aims to address concerns of access, equity and excellence through a reform based approach in implementation of various initiatives and schemes under Tribal Sub Plan (TSP). The department is also striving to create effective mechanisms for monitoring, evaluation and data analysis for policy formulation.

The Tribal Development Department has established **QUEST – TRTI Centre for Innovation, Planning and Evaluation at One Forbes, Kalaghoda, Fort, Mumbai**. The Centre was inaugurated on April 10, 2018 by Hon'ble Chief Minister and other dignitaries. In the very first year, the Centre has undertaken multiple state-wide projects for improving Quality of Education, health and overall experience of children in Tribal Ashram Shalas besides various projects for livelihood and promotion of arts and culture of tribal communities. As per the GR – TDD no. क्र.आसंप्रसं-आस्था/प्र.क्र. १५३ /का.१/81 dated 13/09/2019, Quest has following roles and responsibilities:

1. Assisting in the long-term projects for tribal development.
2. Mapping priorities of a project and outlining their implementation plan/timelines
3. Helping the Tribal Development Department in evaluating the effectiveness of projects on multiple levels.
4. Identifying errors/loopholes in current implementation plans of projects and suggesting strategic and administrative changes to the Department.
5. Establishing procedural mechanisms at multiple levels such as beneficiaries, social groups and related entities for the effective administration and implementation of projects

6. Creating a system and database for ready availability of information for informed decision making at multiple administrative levels.
7. Finding innovative ways to provide quality services and facilities to the tribal communities.
8. Using technology to increase accessibility/reach out to the tribal communities easily
9. Setting up a mechanism to involve public, private and non-profit organizations as implementing agencies
10. Implement innovative ideas and projects undertaken by other departments for the development of tribals.
11. Conducting brainstorming sessions with experts from different fields in order to achieve the Department's objectives.

We are seeking to hire young professionals with a passion for improving government performance and solving social problems. They will function as day-to-day project managers, steering important reform projects from conceptualization through design and implementation.

The responsibilities would vary from project to project and frequently include:

1. Diagnosing challenges in government functions and service delivery
2. Crafting operationally feasible, high impact solutions to those challenges
3. Assisting department to implement solutions to produce meaningful changes.
4. Identifying expert agencies and institutions for building knowledge partnerships and technical collaboration.

In undertaking these responsibilities, the day-to-day work would involve:

1. Project Management
 - a. Manage and coordinate reform projects while navigating complex organizational structures.
 - b. Develop, introduce, and oversee performance management systems for better service delivery.
2. Communications and Relationship Building
 - a. Conduct interviews and site visits with government officials, community stakeholders, and people with lived experience to uncover service delivery barriers and inform solutions.

- b. Facilitate meetings, trainings, and workshops to advance project work and build capacity.
 - c. Brief senior officials and solicit decisions from them at key project milestones.
 - d. Write reports, presentations, training documents, and procurement solicitations with the aim of making complex information easy to understand
3. Research and Data Analysis
- a. Help governments match and analyse administrative data to measure outcomes, understand cost-effectiveness, and form insights that can improve service delivery.
 - b. Use continuous improvement tools to analyse existing processes and design new processes.
 - c. Apply a lens of diversity, equity, and inclusion to government service delivery challenges.
 - d. Understand program evaluation principles and use them to improve government operations.
 - e. Review research literature, government documents, and best practices to inform project work.

Preferred Skills:

- 1) Passion for improving government performance and solving social problems.
- 2) Self-motivated with an orientation towards results.
- 3) Excellent written and verbal communications.
- 4) Strong project management capabilities.
- 5) Sound quantitative and analytical skills, with experience generating and using data to drive insights and communicating those insights to others.
- 6) Ability to navigate complex organizations, develop trust with senior leaders, and build relationships among diverse groups of stakeholders.
- 7) Awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations, and ability to apply that to their work.
- 8) Willingness to travel is required.
- 9) Proficiency in Marathi will be added advantage.

We are seeking professionals for multiple positions. Detailed job description and specific educational qualification required for the position is as follows:

| S.No | Designation | Job Description | No. of Posts | Educational Qualification | Work Experience | Consolidated Honouirm |
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| 1.1 | Senior Consultant Consultant for Initiatives regarding Particularly Vulnerable Tribal Groups (PVTGs) | <ul style="list-style-type: none"> Formulating Policy, designing specific interventions for promoting livelihood programmes for Primitive and vulnerable Tribal Communities. Organizing training programmes for field functionaries. Carrying out action research projects for understanding issues related to PVTGs. Designing projects for securing land and essential services for PVTGs and preservation of PVTG Culture. Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | Post graduation from a recognized university, (Preference will be given to Graduate/Masters in Rural Development or Social Science disciplines with a good academic record /MBA) | Minimum 3 years in Research projects or experience of working with tribal communities, agri-business and Skilling domain. Understanding of Forest? Rights Act and working with PVTGs would be preferred. | Rs. 60000 to RS. 90000 |
| 1.2 | Consultant for Initiatives regarding Particularly Vulnerable Tribal Groups (PVTGs) | <ul style="list-style-type: none"> Formulating Policy, designing specific interventions for promoting livelihood programmes for Primitive and vulnerable Tribal Communities. Organizing training programmes for field functionaries. Carrying out action research projects for understanding issues related to PVTGs. Designing projects for securing land and essential services for PVTGs and preservation of PVTG Culture. Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | Graduation from a recognized university. (Preference will be given to Graduate/Masters in Rural Development or Social Science disciplines with a good academic record /MBA) | Minimum 2 years in Research projects or experience of working with tribal communities, agri-business and Skilling domain. Understanding of Forest? Rights Act and working with PVTGs would be preferred. | Rs. 40000 to RS. 60000 |
| 2.1 | Senior Consultant/ Consultant for FRA | <ul style="list-style-type: none"> Coordination for State-wide effective implementation of Forest Rights Act. Creating and managing database of IFR and CFR beneficiaries. Training and management of portal for effective implementation of PESA and FRA. Expansion of Diploma Course for CFR. Convergence for schemes for IFR and CFR beneficiaries | 1 | Post-Graduation from a recognized university. (Preference will be given Graduate/Masters in Rural Development or Social Science disciplines with a good academic record/MBA) | Minimum 3 years in Research projects or experience of working with tribal communities, agri-business and Skilling domain. Understanding of Forest Rights Act and PESA. | Rs. 60000 to RS. 90000 |

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| 2.2 | Consultant for FRA | <ul style="list-style-type: none"> • Coordination for State-wide effective implementation of Forest Rights Act. • Creating and managing database of IFR and CFR beneficiaries. • Training and management of portal for effective implementation of PESA and FRA. • Expansion of Diploma Course for CFR. • Convergence for schemes for IFR and CFR beneficiaries | 1 | Graduation from a recognized university. (Preference will be given Graduate/Masters in Rural Development or Social Science disciplines with a good academic record/MBA | Minimum 2 years in Research projects or experience of working with tribal communities, agri-business and Skilling domain. Understanding of Forest Rights Act and PESA. | Rs. 40000 to RS. 60000 |
| 3.1 | Senior Consultant/ Consultant Health and Nutrition | <ul style="list-style-type: none"> • Implement the health and nutrition projects by collaborating with the concerned line departments. • Coordinate with stakeholders including CSR, industry, Local Bodies and government agencies for better implementation of schemes at the ground level. • Design and implement Monitoring and Evaluation processes for various projects. • Setting up systems at the PO level for regular documentation for monitoring purposes. • Designing and implementation of trainings of the teachers and HMs of Aashramshalas and strategies to meet nutritional needs of students. • Documenting Case studies. • Managing Central and semi-central kitchens, Atal Arogya Vahini and other projects. • Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 2 | Post - Graduation from a recognized university. (Preference will be given Graduation or Masters' Degree in Courses related to Health and Nutrition, Child Psychology, Counselling, MBBS, B.D.S, M.P.H (Nutrition) | Minimum 3 years of experience in Health and nutrition related projects. Candidates with Project Management skills and experience in Government/International agencies will be preferred. Candidates with experience of working on health projects will get additional weightage. | Rs. 60000 to RS. 90000 |
| 3.2 | Consultant Health and Nutrition | <ul style="list-style-type: none"> • Implement the health and nutrition projects by collaborating with the concerned line departments. • Coordinate with stakeholders including CSR, industry, Local Bodies and government agencies for better implementation of schemes at the ground level. • Design and implement Monitoring and Evaluation processes for various projects. • Setting up systems at the PO level for regular documentation for monitoring purposes. | 1 | Graduation from a recognized university. (Preference will be given Graduation or Masters' Degree in Courses related to Health and Nutrition, Child Psychology, Counselling, MBBS, M.P.H (Nutrition). | Minimum 2 years of experience in Health and nutrition related projects. Candidates with Project Management skills and experience in Government/International agencies will be preferred. | Rs. 40000 to RS. 60000 |

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| | | <ul style="list-style-type: none"> • Designing and implementation of trainings of the teachers and HMs of Aashramshalas and strategies to meet nutritional needs of students. • Documenting Case studies. • Managing Central and semi-central kitchens, Atal Arogya Vahini and other projects. • Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | | | Candidates with experience of working on health projects will get additional weightage. | |
| 4.1 | Senior Consultant for Skill Development and Tribal Livelihood | <ul style="list-style-type: none"> • Research, ideate, structure and propose a plan for livelihood enhancement of Tribal Communities in different areas of the state like eco-tourism, MFP, agriculture and allied sectors. • Coordinating with NGOs, CSR and Line Departments for implementation of projects. • Streamline and monitor existing projects of the department. • Identify core areas for skilling and vocational training specially designed for Tribal communities built in their culture. • Designing specific programmers for school dropouts to connect them with VTPs and track their progress. • Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. • Devising policy solutions to strengthen the effectiveness of state spending on livelihoods | 2 | Post-Graduation from a recognized university. (Preference will be given MBA – Marketing, Rural Development or M.Sc. Agriculture or any social science discipline) | Min. 3 years of experience in managing skill development and livelihood projects. Experience of working with Government/ FPOs and or industry partners to build forward and backward linkages. | Rs. 60000 to RS. 90000 |
| 4.2 | Consultant for Skill Development and Tribal Livelihood | <ul style="list-style-type: none"> • Research, ideate, structure and propose a plan for livelihood enhancement of Tribal Communities in different areas of the state like eco-tourism, MFP, agriculture and allied sectors. • Coordinating with NGOs, CSR and Line Departments for implementation of projects. • Streamline and monitor existing projects of the department. | 2 | Graduation from a recognized university. (Preference will be given MBA – Marketing, Rural Development or M.Sc. Agriculture or any social science discipline) | Min. 2 years of experience in managing skill development and livelihood projects. Experience of working with Government/ FPOs and or industry partners to build forward and backward linkages. | Rs. 40000 to RS. 60000 |

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| | | <ul style="list-style-type: none"> Identify core areas for skilling and vocational training specially designed for Tribal communities built in their culture. Designing specific programmers for school dropouts to connect them with VTPs and track their progress. Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | | | | |
| 5.1 | Senior Consultant for Tribal Education | <ul style="list-style-type: none"> Ideation about fresh initiatives in tribal education Formulation of innovative projects Advice related to tribal education policy Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | Post - Graduation from a recognized university. (Preference will be given Master's in Education or in related field/ Social Science discipline | Min. 3 years of experience in education sector with rural development | Rs. 60000 to RS. 90000 |
| 5.2 | Consultant for Tribal Education | <ul style="list-style-type: none"> Ideation about fresh initiatives in tribal education Formulation of innovative projects Advice related to tribal education policy Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 2 | Graduation from a recognized university. (Preference will be given Master's in Education or in related field/ Social Science discipline | Min. 2 years of experience in education sector with rural development | Rs. 40000 to RS. 60000 |
| 6.1 | Senior Consultant Legal matters | <ul style="list-style-type: none"> Provide legal advice on issues that may be refer to the consultant by secretary/TRTI commissioner To carry out the various duties as per the relevant court procedure Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | Post - Graduation from a recognized university. (Preference will be given LLB/LLM) | Min. 2 years' experience in dealing with legal issues preferably related to tribal communities in Maharashtra or experience in working with the government of Maharashtra on projects related to social sector. | Rs. 60000 to RS. 90000 |
| 6.2 | Consultant Legal matters | <ul style="list-style-type: none"> Provide legal advice on issues that may be refer to the consultant by secretary/TRTI commissioner To carry out the various duties as per the relevant court procedure Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | Graduation from a recognized university. (Preference will be given LLB/LLM) | Min. 2 years' experience in dealing with legal issues preferably related to tribal communities in Maharashtra or experience in working with the government of Maharashtra | Rs. 40000 to RS. 60000 |

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| | | | | | on projects related to social sector. | |
| 7.1 | Senior Consultant project evaluation | <ul style="list-style-type: none"> To undertake project evaluation to carry out large scale data analysis Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | Masters in economics/statistics/mathematics/data science (with knowledge of R/ python) | Demonstrable experience of project evaluation, data analytics | Rs. 60000 to RS. 90000 |
| 7.2 | Consultant project evaluation | <ul style="list-style-type: none"> To undertake project evaluation to carry out large scale data analysis Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | Graduation in economics/statistics/mathematics/data science (with knowledge of R/ python) | Demonstrable experience of project evaluation, data analytics | Rs. 40000 to RS. 60000 |
| 8 | Senior Consultant audit | <ul style="list-style-type: none"> To assist in evaluation of various projects undertaken by the department To assist in financial audit of projects assign to project partners Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | Chartered accountant/CFA | Demonstrable exp. Of project audit in public sector | Rs. 60000 to RS. 90000 |
| 8 | Consultant audit | <ul style="list-style-type: none"> To assist in evaluation of various projects undertaken by the department To assist in financial audit of projects assign to project partners Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | Chartered accountant Inter/CFA | Demonstrable exp. Of project audit in public sector | Rs. 40000 to RS. 60000 |
| 9 | Consultant Media | <ul style="list-style-type: none"> To manage the social media handles of the department To bring out and manage the periodical magazine of Quest To assist in PR related activities Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | Masters Mass communication/Journalism | Min. 2 years' experience of media management / any work related to public sector of Maharashtra | Rs. 40000 to RS. 60000 |
| 10 | Consultant Engineering | <ul style="list-style-type: none"> To provide advice on civil construction projects of the tribal development department To advice on project assessment, evaluation, implementation | 1 | B.E. Civil Engineer | 3 year in related filed | Rs. 60000 to RS. 90000 |

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| | | <ul style="list-style-type: none"> Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | | | | |
| 11. | Information Technology Consultant | <ul style="list-style-type: none"> To develop, upgrade and maintain portals as per institutional requirements Handle work related to data analytics and data bases generation To handle the technicalities related to e-tendering, GEM etc To provide other IT related services as per need. | 02 | B.E. / B.Tech/B.Sc. from a reputed Indian or foreign institution | 3 years experience in related field | Rs. 25,000 pm to Rs. 40,000 per month as per experience |

- QUEST - TRTI Centre would be operating from Mumbai under the guidance of Principal Secretary, Tribal Development Department and Commissioner TRTI. Office is located at **QUEST – TRTI Centre for Innovation, Planning and Evaluation at One Forbes, Kalaghoda, Fort, Mumbai, Maharashtra**. However, the candidates may be willing to be deployed at TRTI, Pune and Field offices depending on the need of the projects.
- There is no bar for applying for more than two posts.
- Candidates should provide two references with their contact details.
- Prior experience of working with Quest would be added advantage. Experience of working as interns at QUEST will also be counted as relevant experience.

Note:

- The successful candidate will be awarded 11 Month contract extendable up to 2 years. Extension of contract will be subject to mid-year and subsequent performance appraisal.
- Interested candidates are invited to submit Statement of Purpose* along with detailed CV at Email ID: applyattrti.pmu@gmail.com or hr@unisecindia.com
- These post will be filled outsourcing agency through Unisec Management services Pvt Ltd, Pune
- Last date for submission of application: **24th September, 2021**
- Shortlisted candidates shall be contacted for interview.
- If any query kindly mail to est.trti-mh@nic.in

* Statement of purpose should include following questions:

- Why do you feel you would be a strong fit for the role you are applying? (200 words)
- Have you worked on a project involving the government directly? If yes, please briefly describe the project, your role, your goals and achievements and the challenges associated with the same. (250 words)
- What are your two core strengths? (150 words)

Statement of purpose can be written in English or Marathi.

No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration of the post.