Job Announcement

TISS Project under National Water Mission

National Water Mission Directorate, Govt of India has engaged TISS, Mumbai for acting as a facilitator for implementing the provisos of Goal II of the National Water Mission which is the “promotion of citizen and state action for water conservation, augmentation, and preservation”, (NWM).

The main objective of the National Water Mission in broad terms is conservation and minimizing wastage of water and ensuring its more equitable distribution both across and within States through integrated water resources management and development.

The major task of the programs includes

- Advocacy to propagate, disseminate the spirit and essence of NWM
- Identification of National level Partners and experienced Consultant
- Accreditation and Evaluation of lead/supportive Partners
- Create training module for Capacity Building and awareness Creation on various aspects of Water Management and Conservation
- Building Capacities of Partners, Got, PSU’s, Civil Societies and Corporate.
- Finalizing the guidelines for grant Distribution and Scrutinizing the proposals of Partners
- Monitoring and Evaluation of Tasks performed by partners
- Hosting Website and creation of Data center
- Impact evaluation studies

The TISS, Mumbai wishes to recruit professionals for following positions for NWM Project.

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The detail job description and desired profile of the candidate is given below.
Capacity Building and Monitoring Officer – 2 Posts

S/he will be deputed full time under Project. S/he will assist Program Manager in achieving the deliverables set under the project. The job will entail coordinating with Government departments; working with Lead Partners, Field Partners, Corporate and Civil Societies; coordinating with other related institutions and Individual working on water issue; providing support to key projects; Appraisals, Monitoring and Evaluation; designing tools and developing resource material; analysis of project progress; managing a panel of programmed specialists; Training, documentation and reporting.

The candidate should:

I. Possess master degree from a recognized university in Social work/Sciences, Development Planning, Business Administration, Economics, Engg, Agriculture or Statistics;
II. Knowledge of monitoring and the application of methodology along with understanding of MIS;
III. Understanding of designing tools and strategies for data collection, analysis and production of reports;
IV. have strong Coordination & facilitation skills.
V. have a minimum of 4 to 5 years experience preferably in Water or related sector;
VI. have the zeal to excel the ability to innovate future strategies and deliver, in a challenging environment;
VII. be willing to undertake extensive travel to remote areas Across India;
VIII. have a good command over spoken and written English.
IX. able to Plan, Organizes and completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines and available resources

Knowledge Management Specialist – NWM Project – 1 Posts

S/he will be deputed full time under Project and will be placed in Mumbai, Maharashtra. S/he will assist Program Manager in achieving the deliverables set under the project. S/he will work for setting up of State of Art data Center and continuous updation of portal. S/he will facilitate the use of various software applications used in the program. S/he will be also engaged in collecting, generating and disseminating knowledge for the benefit of various stakeholders. The job will also entail coordinating with various stakeholders; providing support; designing tools; documentation and reporting.

The candidate should:

I. possess a University degree in Social work/Sciences, Development Planning, Business Administration, Economics, Engg, Agriculture or Statistics.
II. have a minimum of 3 to 4 years experience of undertaking similar assignment;
III. have the zeal to excel the ability to innovate future strategies and deliver, in a challenging environment;
IV. have a good command over spoken and written English.
V. able to plan, organizes and completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines and available resources.
VI. have good documentation skills.
Admin and Account Officer – 1 Posts

S/he will be deputed full time under Project and will be placed in Mumbai. S/he will be reporting to Program Manager. He will be responsible for managing day to day operations and maintaining the account of the project. The job will entail responsibility for overall Finance, Accounting, Taxation & Compliance; Annual Accounts & Audit; Annual & Monthly Budgeting; Taxation; Returns & Assessment; Bank Reconciliation, Trial Balance & routine Accounting; Monthly Cash Flow; Monthly MIS; To co-ordinate and liaise with external parties like Bankers, Vendors, Tax and regulatory authorities; Responsible for the administration work of Office and Any other related work.

The candidate should:

I. possess a University degree in Commerce/ Finance;
II. have a minimum of three to four years experience of Admin and Accounting;
III. have a knowledge of tax provisions and
IV. Good knowledge of Excel, Word & PowerPoint and Tally
V. have a good command over spoken and written English.

Applicants should submit their curriculum vitae on hr.nwmproject@tiss.edu within 10 days from the date of publishing the advertisement. Only short-listed applicants shall be acknowledged.

TISS is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.