NWM-TISS WATER PROJECT
National Water Mission - Tata Institute of Social Sciences

If you are team focused, like to take up challenges, deal with complexities, enjoy being a part of developing workable solutions and burn for social justice, we'd like to hear from you.

Background
We at the Tata Institute of Social Sciences pursue our core mandate of promoting social justice through teaching, research, policy advocacy and filed action projects. The NWM-TISS WATER PROJECT is a collaborative effort of the institute in this direction, along with The National Water Mission, Ministry of Water Resources, River Development and Ganga Rejuvenation. The project is a novel PAN-India initiative adopting River Basin Approach to synergise state and citizen action in managing our limited water resources, and to promote socially and environmentally sustainable regional development. The project is set in a dynamic context and geared to work with organizations at every level, including all spheres of local democratic institutions, citizen groups, civil society, government institutions and the private sector. The aim is to build a more inclusive and diverse resource stewardship system by bringing all key stakeholders together to share best practices and innovations to make water resource management and action more effective and sustainable. With its outreach spread across the states of India, it is envisioned to emerge into a network of organisations keen to deliver results in action, across the 25 major river basins in India. If you are committed to make a difference and aspire to engage with us, we invite applications from suitable candidates to apply for a position that suites your academic and professional profile:

PROJECT MANAGER -1
REGIONAL PROJECT OFFICER -5
PROJECT OFFICER - TRAINING AND DOCUMENTATION -1
SENIOR PROJECT OFFICER - LEARNING, MONITORING AND EVALUATION -1
SENIOR PROJECT OFFICER - COMMUNICATION AND ADVOCACY -1

Job Description:
The scope, essential functions, qualifications and experience requirements for the above-mentioned positions are given in the following table and pages:

<table>
<thead>
<tr>
<th>Positions</th>
<th>No. of Positions</th>
<th>Job Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT MANAGER</td>
<td>1</td>
<td>See below Pages</td>
</tr>
<tr>
<td>REGIONAL PROJECT OFFICER</td>
<td>5</td>
<td>See below Pages</td>
</tr>
</tbody>
</table>
Professional and Personal Attributes:
- Passion, commitment to excellence and value base, hardworking, well organized and detail-oriented.
- Ability to meet, short and long term deadlines without direct supervision.
- Ability to strategise and implement the project to get the expected outcome.
- Ability to nurture/mentor colleagues and teams, encourage fast-paced teamwork, create an environment to deliver on committed results.
- Able to have systems thinking, simultaneously connect micro issues to the systemic issues.
- Networking skills, with clarity of purpose and able to articulate issues in a simple manner to a wide variety of audience.
- Ability to work in cross-cultural settings, excellent interpersonal and negotiation skills.
- Excellent written and oral communication skills in English and language skills in Hindi and other regional languages will be an advantage.
- Ability to work with new media/social media.
- Proficiency in Word, Excel and PowerPoint, and Web based platforms.
- Knowledge of GIS and databases will be an advantage.
- Interest and understanding of the Water Sector will be an advantage.
- Willingness to undertake extensive travel.

Application Procedure:
Please email your application to rain@tiss.edu stating clearly in the subject line the code of the position, for which you are applying, with a short cover letter attaching the following documents:
- a) Updated Curriculum Vitae, along with three references;
- b) Sample of written material in English, not more than 2000 to 2500 words;
- c) Statement of Purpose, not more than 400 to 500 words (what do you care/are passionate about; who you are; what has influenced your career path so far; your professional interests and; where you plan to go from here).
**Instruction to the candidates**

1. You can apply for only one position.
2. Applications have to be sent by email to rain@tiss.edu
3. Please ensure that you put the POSITION CODE in the subject line of the email you send, for prompt and successful processing of your application. The POSITION CODES are as follows as mentioned in the square brackets:
   a. For PROJECT MANAGER put [PM]
   b. For REGIONAL PROJECT OFFICER put
      i. [RPO-South] for southern region
      ii. [RPO-North] for north region
      iii. [RPO-East] for east region
      iv. [RPO-West] for western region
      v. [RPO-North East] for north east region
   c. For PROJECT OFFICER – TRAINING AND DOCUMENTATION put [PO-TD]
   d. For SENIOR PROJECT OFFICER – LEARNING, MONITORING AND EVALUATION put [SPO-LME]
   e. For SENIOR PROJECT OFFICER – COMMUNICATION AND ADVOCACY put [SPO-CA]
4. Only the short-listed candidates will be contacted.
5. Shortlisted candidates appearing for the interview will be reimbursed an admissible fair for travel.
6. See table of important dates

<table>
<thead>
<tr>
<th>IMPORTANT DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Last Date of Application</strong></td>
</tr>
<tr>
<td><strong>Intimation to short listed candidates</strong></td>
</tr>
<tr>
<td><strong>Interview dates</strong></td>
</tr>
<tr>
<td><strong>Expected date of Joining</strong></td>
</tr>
</tbody>
</table>
**PROJECT MANAGER**  
**NWM-TISS WATER PROJECT**

<table>
<thead>
<tr>
<th>Name of the Position</th>
<th>Project Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION CODE</td>
<td>PM</td>
</tr>
<tr>
<td>No. of Positions</td>
<td>01</td>
</tr>
<tr>
<td>Location</td>
<td>New Delhi</td>
</tr>
<tr>
<td>Duration</td>
<td>10 Months (extendable)</td>
</tr>
<tr>
<td>Total Salary</td>
<td>Rs 50,000 to 70,000/- per month</td>
</tr>
</tbody>
</table>

**About the Position:**
As the Project Manager, you will supervise a team of 2 Sr. Project Officers and 6 Project Officers and be responsible for the overall time bound smooth execution of the project. You will report to the Senior Advisor.

**General Description:**
Responsible for the overall management of the water project. Planning and scheduling of project activities, in line with the overall result-oriented action strategies and follow through on the process. Develop and set-up a framework for supervising and reporting process among relevant teams, for delivering of project activities, such as empanelment, co-financing, producing of training modules and resource material, training and capacity development, campaigns and policy advocacy, and monitoring and evaluation process. Serves as a contact point for the empanelment procedures and facilitate a transparent process for the same. Represent the project, advocating river basin approach to water management at all levels. Set-up administrative and financial procedures to ensure smooth function of the project. Increase the scope of the project by leveraging all forms of partnerships towards, ‘Goal-II: Promotion of citizen and state action for water conservation, augmentation and preservation’, of the National Water Mission. The above description reflects the general overview of the profile, and does not necessarily include all the details of the work requirements inherent in the position, which will emerge as the project progresses.

**Essential Role and Functions:**
- Administer and coordinate day-to-day functions of the NWM-TISS Water Project: empanelment procedure; ensure development of training modules; completion of training and capacity building activities for the Lead, Field NGOs and other stakeholders and; campaigns and other outreach activities.
- Represent the project and engage effectively with stakeholders, such as Lead and Field NGOs, citizens groups and state and national institutions, public and private CSR wing, and facilitating identification of points for collaborative actions, coordinate services among stakeholders to enable them to deliver results.
• Work to secure additional funding, co-financing and prepare grant proposals for the project with clear goals, objectives and budget requests in enhancing the scope and function of the project.
• Oversees the development of the Web-Based Water Resources Data Centre, support in its operationalisation, coordinate information from national/state agencies, and other information system organisations.
• Oversee time bound execution of project activities, monitor the progress, prepare agenda points for meetings and report to Management Committee and Project Steering Committee from time to time.
• Supervise project teams; prepare quarterly action plans and time line; staff attendance, individual and team performance reports, staff contracts and; consultant agreements.
• Prepare budget and expenditure reports, revenue and grant tracking, government-required status reports; set-up the necessary administrative control mechanisms and follow-up on actions recommended by the senior management and any other duties as assigned.

**Qualifications and Experience:**
Masters in Social Work, Human Resource Development, Business or Public Administration, Environmental Studies, Agricultural Extension, Rural Development or any other related fields. Persons with other education qualification could be considered based on relevant experience in the field of water resources and project management.

A total of 8-10 years, including at least 2-3 years of hands on experience in project management in the field of - community development, public health and social services, environmental management, rural development or any other social sector. Experience in water resource management, groundwater, or watershed planning will be an advantage.
REGIONAL PROJECT OFFICER
NWM-TISS WATER PROJECT

<table>
<thead>
<tr>
<th>Name of the Position</th>
<th>Regional Project Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION CODE</td>
<td>RPO-SOUTH or RPO-NORTH or RPO-EAST or RPO-WEST or RPO-NORTHEAST</td>
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<tr>
<td>No. of Positions</td>
<td>05</td>
</tr>
<tr>
<td>Five Regional Locations</td>
<td>South, North, East, West and North East</td>
</tr>
<tr>
<td>Duration</td>
<td>10 Months (extendable)</td>
</tr>
<tr>
<td>Total Salary</td>
<td>Rs 30,000 to 40,000/- per month</td>
</tr>
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About the Position:
As Regional Project Officer, you will work from a designated regional location as part of the team to translate/animate proposed project strategies into action. Responsible to liaise with regional Lead and Field NGOs and other stakeholders, you will facilitate time bound and smooth execution of the project at the regional level. You will report to the Project Manager.

General Description:
Responsible for the smooth execution of project activities in the designated region. Develop a framework and strategy to engage with stakeholders in identifying commonalities, plan regional events and activities in setting out actions towards medium and long-term outcomes and impact necessary for sustainable development of the region. Collaborate with stakeholders, facilitate regional training and capacity development activities, campaigns, assess, and monitor effectiveness of other field-based output level activities. Time tracking regional water related issues, document project activities, synthesise information for regional organisations learnings to bring alignment in delivering regional outcomes. Representing the project in regional forums and engage with stakeholders to move the agenda of river basin approach to water management. Increase the scope of the project at regional level by leveraging all forms of partnerships towards, ‘Goal-II: Promotion of citizen and state action for water conservation, augmentation and preservation’, of the National Water Mission. The above description reflects the general overview of the profile, and does not necessarily include all the details of the work requirements inherent in the position, which will emerge as the project progresses.

Essential Role and Functions:
- Ensure smooth functioning of regional level activities of the NWM-TISS Water Project, and represent the project in regional forums and move the agenda of river basin approach to water management and sustainable regional development.
• Take part in the empanelment process and facilitate identification of partner organisations such as LEAD and FIELD NGOs in the respective regions.

• Cultivate working relations with partner organisations and stakeholders, communicate succinctly the objectives, purpose, tasks, roles, and responsibilities while planning events at the regional level, to align with outcome of the project and gear them to deliver results and keep track of project calendar and milestones.

• Prepare budget statements, raise requisition and manage finances for regional events, facilitate flow of essential information among team members, partner organisations and other stakeholders in a transparent manner.

• Operationalise regional events in collaboration with partner organisations and other stakeholders, develop relevant information for the same, including agenda, meeting minutes and facilitate process documentation of the same.

• Take lead and coordinate with project team to ensure smooth completion of training and capacity building activities including identifying suitable resource persons; oversee implementation of field activities and monitor the progress.

• Liaise regionally with a variety of organisations; cultivate working relationships, including visits, attending workshops and conferences to share the projects vision and objectives and network for leveraging all forms of partnerships and new collaborations in line with the overall project strategy.

• Work as part of the team in aligning regional river basin management plans; prepare guidelines based on regionally specific indicators of outputs, outcomes and impacts, including processing of proposals from partner organisations, preliminary screening, guide them to ensure funding requests are in-line with the necessary regional focus.

• Perform other duties as may be assigned by senior management, for the development of the regional network of organisations.

Qualifications and Experience:
Masters in Social Work, Human Resource Development, Business or Public Administration, Environmental Studies, Agricultural Extension, Rural Development or any other related fields. Persons with other education qualification could be considered based on relevant experience in the field of water resources and project implementation.

A total of 3-4 years, including at least 2 years of hands on experience in engaging with community in the field of - community development, public health and social services, environmental management, rural development or any other social sector. Experience in water resource management, groundwater, or watershed planning will be an advantage.
About the Position:
As **Project Officer – Training and Documentation**, you will work from New Delhi as part of the team ensuring development of learning material, process documentation, and timely delivery of training and capacity building activities. You will collaborate with other Sr/ regional project officers and report to the **Project Manager**.

General Description:
Responsible for reviewing, identifying and develop learnings, trainings and documentation needs for the project at all levels in line with the overall project strategy. Develop a framework and set-up a process for appraising available training modules, consult with experts in the field and ensure designing training modules, organise a time bound delivery mechanism for carrying out training and capacity development activities at the national and regional levels. Work along with the team, time track the activities, follow through and design a process for documenting project activities. Coordinate tracking of regional water related issues, identify case studies, cross regional commonalities, synthesise information and aid in setting out actions towards medium and long-term outcomes and impacts necessary for sustainable development of the regions. Represent the project, advocating river basin approach to water management at all levels. Increase the scope of the project by leveraging all forms of partnerships towards, ‘Goal-II: Promotion of citizen and state action for water conservation, augmentation and preservation’, of the National Water Mission. The above description reflects the general overview of the profile, and does not necessarily include all the details of the work requirements inherent in the position, which will emerge as the project progresses.

Essential Role and Functions:
- Ensure design and development of training modules. Working in the team to organise training programmes, sourcing suitable resource persons, managing training costs, budget control and support senior management in fund raising for the same.
- Developing effective project induction material, brochure, pamphlets, and a repository of case studies. Explore to identify scholars to support academic work and publication by individuals in line with the overall
strategy of the project. Maintain the project website in a visible, relevant and dynamic manner.

- Integrate e-learning techniques, developing relevant campaign and advocacy content packages and project dissemination material under the supervision of communication and advocacy sr. officer.
- Take lead, coordinate with project team and support in the designing process of training and capacity development modules as per regional needs, and expansion of the same based on the emerging needs of the project.
- Take part in the empanelment process and support the process of identifying partner organisations such as LEAD and FIELD NGOs across the river basins, and document the steps and develop a process manual.
- Designing and follow through a mechanism for monitoring and reviewing the progress of training programmes, gathering participant feedback and documenting the process while working along with partner organisations (lead and field agencies) and other stakeholders.
- Explore new technologies and methodologies in adult learning processes. Keeping up to date with developments in training by reading relevant journals, going to meetings and attending relevant courses.
- Work with the team of regional project officers, and coordinate evaluating of training and development modules, amending, revising and documenting the process and aid in production of training resource material and process manuals. Further, aid in solving any training specific problems.
- Oversee implementation of field activities, time track of events, strategic decisions and minutes of meetings and process document the same and produce timely project reports.
- Perform other duties as may be assigned by senior management, for the development of the network of organisations.

Qualifications and Experience:
Masters in Social Work, Human Resource Development, Environmental Education, Agricultural Extension, Rural Development or any other related fields. Persons with other education qualification could be considered based on relevant experience in the field of water resources, managing training programmes, developing web content and process documentation.

A total of 3-4 years, including at least 2 years of hands on experience in communication, journaling, running campaigns, organising workshop and trainings in the fields of – community development, public health and social services, environmental management, rural development or any other social sector. Experience in water sector will be an advantage.
SENIOR PROJECT OFFICER – LEARNING, MONITORING AND EVALUATION
NWM-TISS WATER PROJECT

<table>
<thead>
<tr>
<th>Name of the Position</th>
<th>Sr. Project Officer – Learning, Monitoring and Evaluation</th>
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<tbody>
<tr>
<td>POSITION CODE</td>
<td>SPO-LME</td>
</tr>
<tr>
<td>No. of Positions</td>
<td>01</td>
</tr>
<tr>
<td>Location</td>
<td>New Delhi</td>
</tr>
<tr>
<td>Duration</td>
<td>10 Months (extendable)</td>
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<tr>
<td>Total Salary</td>
<td>Rs 40,000 to 50,000/- per month</td>
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About the Position:
As Senior Learning, Monitoring and Evaluation Officer, you will be primarily responsible for setting-up and follow through a learning, monitoring and evaluation process for the project at all levels. You will collaborate with other Sr/ project officers and report to the Project Manager.

General Description:
Responsible for designing and developing result oriented implementation plan, based on the overall strategic outputs, and outcomes of the project. Develop a framework and set-up the monitoring process for timely delivery of project milestones, activate it and follow through the process. Develop a framework for empanelment process, handle call for applications, and build criteria for selection process and scrutinising procedures for the same. Work with a team of regional project officers, guiding and handholding them in designing, developing and implementing a monitoring process to assess the activities of Lead and Field partner organisations. Initiate, build terms of evaluation, criteria and design the evaluation process, sourcing external evaluation consultants, engage with them and facilitate timely completion of evaluation and reporting process. Increase the scope of the project by leveraging all forms of partnerships towards, ‘Goal-II: Promotion of citizen and state action for water conservation, augmentation and preservation’, of the National Water Mission. The above description reflects the general overview of the profile, and does not necessarily include all the details of the work requirements inherent in the position, which will emerge as the project progresses.

Essential Role and Functions:
- Design and manage implementation plan and monitoring process of NWM-TISS Water Project, in line with project strategy, encompassing collection and review of project level information, assess the proceedings of the activities and initiate the required course correction measures.
- Develop a framework of mapping river basin level/ sub-basin level outcome indicators, collect and analyse indicator achievement data in relation to project deliverables, outputs, outcomes, process and crosscutting concerns such as gender and water specifics.
• Design a framework for evaluation and selection of partner organisation across river basins, manage the empanelment process and guide the technical team in developing an online platform for the same.

• Take lead, guide and handhold the process along with regional project officers to designing, planning and implementing a decentralised system of regional results based outcome mapping for effective river basin management and set-up a monitoring and evaluation process for regional partner organisations and other stakeholders to follow through.

• Support in developing training modules, ensuring its quality, effectiveness of training process, coordinate with regional project officers to ensure smooth completion of training and capacity building activities.

• Oversee implementation of field activities, monitor the regional progress, identify best practices and create a database of such case studies/information, for further use by the campaign team.

• Develop guidelines for scrutinising of funding proposals from partner organisations to ensure funding requests are in-line with project strategy and ensuring they are in accord with funders (grant agencies, public and private sector CSR) area of interest, location and engagement.

• Assist project manager in creating quarterly action plans, time lines and progress of work and facilitate documentation of the same.

• Develop terms of reference for evaluation, set a process for selecting external evaluation consultants; engage with them at all stages.

• Perform other duties as may be assigned by senior management, for the development of the regional network of organisations.

Qualifications and Experience:
Masters in Social Work, Human Resource Development, Business or Public Administration, Environmental Studies, Agricultural Extension and Rural Development or any other related fields. Persons with other education qualification could be considered based on relevant experience in the field of water resources, project implementation, project management and monitoring process.

A total of 6-7 years, including at least 1-2 years of hands on experience in leading effective monitoring and evaluation process in the field of community development, public health and social services, environmental management, rural development or any other social sector. Experience in water sector will be an advantage.
About the Position:
As **Senior Communications and Advocacy Officer**, you will be primarily responsible for designing, strategizing, planning, development and implementation of an effective communication campaign, advocating for riven basin approach to water management and overall sustainable regional development. You will collaborate with other Sr/ project officers and report to the **Project Manager**.

General Description:
Responsible for design and drafting of an effective communications and advocacy strategy, ensure production of promotional materials including newsletters, reports and other relevant material in line with the overall project strategy. Develop a framework for building strategic collaboration across national, regional platforms, and social media networks. Serves as an effective spokesperson, and cultivate working relationships with counterparts in other institutions and organisation and the development sector at large, to forge partnerships and garner support for the project. Work with a team of regional project officers, guiding and handholding them in designing, developing and implementing a regional communication strategy, along with partner organisations (lead and filed NGOs), based on the key issues in the region. Evaluates results and influence of communications activities; follow though developments in water sector and engage with media effectively. Increase the scope of the project by leveraging all forms of partnerships towards, ‘Goal-II: Promotion of citizen and state action for water conservation, augmentation and preservation’, of the National Water Mission. The above description reflects the general overview of the profile, and does not necessarily include all the details of the work requirements inherent in the position, which will emerge as the project progresses.

Essential Role and Functions:
- Develop strategic partnerships across key constituencies such as civil society groups, campaign and advocacy professionals/ counterparts, media and other water related state and national institutions and other stakeholders to garner support and advocate for river basin approach to water management and sustainable regional development.
- Serve as a spokesperson/ principal communications and advocacy liaison to media, social networks and other platforms, governmental
bodies, national groups, public and private sector organizations/ CSR wings, and constructively mediate for focus on water sector in their programmes.

- Liaise with a variety of organisations; cultivate working relationships, including visits, attending workshops and conferences to share the projects vision and objectives and network for leveraging all forms of partnerships and new collaborations in line with the overall project strategy.
- Take lead in organizing media outreach, design and deploy campaigns in line with the overall project strategy. Work cooperatively in partnership with regional Lead and Field agencies on riven basin issues and support in campaigns and outreach activities.
- Arranges all media contacts, press briefings, and interviews and create a database; provide talking points and other materials as needed for senior staff; responds to media inquiries quickly and effectively.
- Oversee production of a diverse range of information products (including audio/visual communications) in support of the project outcomes and impacts.
- Build information networks, oversee maintenance and availability of information through the NWM-TISS Date Centre, develop outreach activities, and support technical team in developing coherent messaging through web-based content.
- Provide advice and expertise to senior management on a range of advocacy and outreach issues, methods, approaches; anticipates and resolves communications issues/ problems.
- Perform other duties as may be assigned by senior management, for the development of the regional network of organisations.

**Qualifications and Experience:**
Masters in Mass communications, Environmental Education, Media Studies, Journalism, or Public Administration or any other related fields. Persons with other education qualification could be considered based on relevant experience in the field of water resources, campaigning, advocacy, environmental communication/ education and outreach programmes.

A total of 6-7 years, including at least 1-2 years of hands on experience in leading effective communications and advocacy/ managing campaigns in the field of - community development, public health and social services, environmental education/ communication, rural development or any other social sector. Experience in water sector will be an advantage.