Applications are Invited for the Recruitment of Faculty and Project Manager (IT Operations) at TISS, Mumbai for the Prime Minister’s Rural Development Fellowship (PMRDF) Programme

PMRD Fellowship is an initiative of the Ministry of Rural Development (MoRD), where the focus is to reduce poverty and improve the lives of people in rural India. PMRD Fellowship is being implemented in collaboration with state governments. During the two-year duration of the Fellowship, PMRD Fellows will work closely with District Magistrates of backward and remote districts in improving programme delivery and interface with marginalized sections, aiming to reduce the developmental and governance deficits. PMRD Fellows will also participate in a postgraduate degree programme through e-enabled distance learning and contact sessions leading to M.Sc./M. A. in Development Practice, to be conducted by Tata Institute of Social Sciences (TISS). Immediately after successful completion of the fellowship, a PMRD Fellow is required to spend one year in public service as a paid full-time employee of the State Rural Livelihood Mission in the state she/he is assigned to. It is expected that by their work in the field as well as through their participation in the academic programme, PMRD Fellows will enhance their capacity in programme implementation, gain field experience, acquire professional knowledge in development practice and become capable development leaders and facilitators - a much needed resource ensuring equitable growth in India. Thus, the PMRD Fellowship has the twin objective of providing short term catalytic support to the district administration in remote districts to improve programme delivery as well as to develop a cadre of committed and competent development leaders and facilitators, who are available as a resource for rural development over the long term.

Details about the PMRD Fellowship can be accessed at: [http://rural.nic.in/sites/programmes_PMRDFS.asp](http://rural.nic.in/sites/programmes_PMRDFS.asp). [Also see http://pmrdfs.tiss.edu/ and http://rural.nic.in/pmrdfs/].

For the program, TISS invites applications for the post of Faculty and Programme Staff, as given below.

<table>
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<tr>
<th>S. No.</th>
<th>Position</th>
<th>No. of Positions</th>
<th>Location</th>
<th>Application Deadline</th>
<th>Duration</th>
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<tbody>
<tr>
<td>1.</td>
<td>Associate Professor</td>
<td>01</td>
<td>Mumbai</td>
<td>25th February 2014</td>
<td>Two Years</td>
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<td>2.</td>
<td>Assistant Professor</td>
<td>02</td>
<td>Mumbai</td>
<td>25th February 2014</td>
<td>Two Years</td>
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<td>3.</td>
<td>Programme Assistant</td>
<td>01</td>
<td>Mumbai</td>
<td>25th February 2014</td>
<td>Two Years</td>
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<td>4.</td>
<td>Project Manager (IT Operations)</td>
<td>01</td>
<td>Mumbai</td>
<td>25th February 2014</td>
<td>Two Years</td>
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</tbody>
</table>

**ASSOCIATE PROFESSORS & ASSISTANT PROFESSORS**

**Type of Contract :** Contract (Two years)

**Education**

Ph.D. in Social Sciences / Interdisciplinary Sciences with at least five years (Associate Professor) and two years (Assistant Professor) of post-doctoral teaching and or research experience and publications respectively. Besides fulfilling the above qualifications, the candidate must have Field Engagement and experience in working with marginalised community especially in rural areas. The National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET and work with civil society is preferred.

**Experience**
Those with minimum 5 and 2 years of Post Doctoral experience with exposure to development sector are encouraged to apply for the post of Associate Professor and Assistant Professor respectively.

**Critical Requirements**

- Demonstrated engagement with field practices and continued association with the field.
- Experience as a teacher / research guide is essential.
- Demonstrated experience in organising and conducting workshops and training programs.
- High level of competence in IT application for data transformation is essential.
- Field Experience in rural development sector is preferred.

**Role and Responsibilities**

**The Associate Professor** is responsible for implementing a sound and relevant delegation system (with appropriate control mechanisms), which will allow him / her to be accountable for all the following responsibilities, and the Assistant Professor will support and facilitate the process accordingly.

- Lead the process of knowledge creation and dissemination and capacity building
- Assist in planning, teaching and assessment of the M.Sc. / M.A. in Development Practice, as per the TISS’s Academic Council approved curriculum requirements.
- Coordination of all project activities with related and parallel activities, in consultation with the Steering Committee, M.A. / M.Sc. in Development Practice.
- Supervise the day-to-day conduct of the M.Sc. / M.A. in Development Practice.
- Oversee the M.Sc. / M.A. in Development Practice, assess the status of particular activity/course/module, identify loopholes if any, draft documents to assist and support the PMRDF core team.
- Assist in developing strategies, liaison with policymakers, senior bureaucrats, for assisting in the implementation of PMRDF Scheme.
- Prepare monthly updates for all stakeholders involved.
- Identify opportunities to enhance team-work within and across various agencies and with the other relevant institutes in order to capitalize on the specific advantages of multi-disciplinary support;
- Coordinate with various government and non-governmental agencies to facilitate advisory and support services;
- Organization of workshops, seminars, training and delivery of outputs
- Design, introduce and continuously develop feedback mechanisms and open communication channels to ensure transparency and accountability in all the activities undertaken as part of the M.Sc. / M.A. in Development Practice.
• This position is based in Mumbai but candidates would be required to undertake outstation travel to states and be present for all outstation activities, as and when required.

PROJECT MANAGER (IT OPERATIONS)

TISS has selected the virtual learning environment Moodle as an important component to offer the M.Sc./M.A in Development Practice for the PMRD Fellows. TISS is urgently looking for a Project Manager to lead the technical offering of this project.

Required Skills and Experience

• Experience with managing small project teams, preferably in an academic and/or international setting.
• Experience with course development in a virtual learning environment.
• Sufficient ICT knowledge to serve as a critical counterpart for internal and external ICT experts.
• Proficiency in English.

Education: Bachelor / Post-graduate degree in computer sciences / information technology.

Experience: Minimum 2 years of experience with course development in a virtual learning environment is preferred.

Duties and Responsibilities

• The project manager is expected to actively participate in the realization of all project targets twinned to the M.A. / M.Sc. in Development Practice of PMRDF.
• Realise the project targets in time, within budget, and at the required quality level.
• Organizing the project team by securing training where necessary.
• Definition, design and development of courses in the Moodle Platform.
• Designing interface architecture for Moodle with TISS’s other applications.
• Coordinate the project activities within the wider TISS and partner campuses, specifically the PMRDF and respective Academic Departments as the main users; the Administrative Departments for integration with back-office systems; and the Computer Centre for technical tasks.
• This position is based in Mumbai but candidates would be required to undertake outstation travel to states and be present for all outstation activities, as and when required.

Programme Assistant

Education: Masters in Social Sciences / Social Work.

Experience: Minimum 2 years of experience in working in an educational institution / development sector with fair amount of experience in supporting programme and administrative processes.

Role and Responsibility

• Facilitate and support the programme processes including : academic processes and administrative processes.
• Supporting communication with all stakeholders for the smooth implementation of the programme.
• Anchor administrative and financial processes for smooth functioning of the programme.

TISS is an organisation believes in equality of opportunities and social equity as a core value for all its functions. We encourage members from socially marginalised and under-represented sections to apply Applicants are requested to submit a letter or email of interest including: Cover letter (indicating the position applied for and motivation for applying to the position), CV with details of and past experience before 25th February 2014 to reeja.rajan@tiss.edu. Two references can also be suggested which will be helpful during the process.