

**TISS PROJECT-BASED POSITION/CENTRE FOR EXCELLENCE IN
CSR/ADVERTISEMENT / 07 JAN 2025**

CALL FOR APPLICATIONS

PROJECT OFFICER & ADMINISTRATIVE HEAD

**CENTRE FOR EXCELLENCE IN CSR, TATA INSTITUTE OF SOCIAL SCIENCES
(TISS), MUMBAI**

SI. NO	POSITION TITLE	NO. OF POSITIONS	DURATION	SALARY
1	PROJECT OFFICER & ADMINISTRATIVE HEAD	2	12 Months (Maybe extended thereafter based on performance of the candidate)	INR 50,000/- PER month (all-inclusive)

To Apply:

Candidates interested in applying for the position may write to cecsr <recruitment.cecsr@tiss.ac.in> with a one-page statement of purpose and an updated CV. Please mention 'Application for PROJECT OFFICER & ADMINISTRATIVE HEAD CECSR' in the subject line of your email.

Last date for receipt of applications: 7 days from the publication date of this advertisement.

Date of Interview: Shall be communicated only to shortlisted candidates.

Please note: This is a project-based position. Extension of contract is based on project requirement and availability of funding.

DESCRIPTION OF RESPONSIBILITIES AND REQUIRED QUALIFICATIONS – PROJECT OFFICER & ADMINISTRATIVE HEAD	
Description of Responsibilities	<ul style="list-style-type: none"> • Manage day-to-day administrative functions at the Centre of Excellence in CSR • Manage office communication • Manage logistics as required for activities and team members • Organizing meetings and conferences • Coordinate with PSUs on administrative and logistical issues • Maintaining database • Engages in regular interactions with stakeholders and government officials to foster collaboration and address any issues that may arise during the project implementation. These interactions help in facilitating smooth coordination and cooperation among all involved parties. To closely monitor the data collection process conducted by field investigators. This includes regularly reviewing collected data, ensuring its accuracy and completeness, and addressing any discrepancies or concerns that may arise.
Qualification	<ul style="list-style-type: none"> • At least a Bachelor's degree (Completed).

**ns and
Additional
Skills**

- 04-06 years of experience of having worked in Administrative Positions in Government/NGO/Private.
- Candidates should have good command over spoken and written English.
- Excellent Organizational Skills
- Ability to work under pressure and meet deadlines
- Working capacity with Computers- Windows, Outlook, Internet and other soft skills
- Knowledge of database management and data entry operations
- Proficiency in documentation
- Ability in ICT usage