

## **Full time position – Research Co-ordinator**

Tata Institute of Social Sciences invites applications for a research co-ordinator to co-ordinate research activities under the Consortium for Advancing LGBTQ+ Health Research, Policy Engagement and Training (CARET), a joint initiative of Humsafar Trust, Mumbai, PGIMER, Chandigarh and TISS, Mumbai and to assist on a research study titled – Assessing training effectiveness of a residential training programme for Mental Health Professionals on Queer and Trans Affirmative Mental Health Interventions.

**Duration of the Contract:** 2 years, extendable by one year based on performance

**Remuneration:** The Research Co-ordinator will be paid a consolidated salary of Rs. 47,000/- per month that includes local travel in the city of Mumbai.

Fieldwork expenses related to travel outside the city will be reimbursed according to TISS norms.

**Starting Date:** 15<sup>th</sup> February, 2025

**Last date for application:** 31<sup>st</sup> January, 2025

**Job Location:** Mumbai with a few visits to 3 study sites (tentatively Bangalore and Chennai/ Delhi)

**No of positions:** 1

### **Qualification:**

*Minimum Requirement*

Apply only if you have

- Postgraduate degree, M.A. in Social Work (specialization in mental health/ medical and psychiatric social work), M.A. Psychology (clinical, counseling) from a recognized university
- **Prior research and or training experience on LGBTQ health/ mental health**
- Has research skills of data collection, transcription, data entry and analysis
- Proficiency in English

Desirable

- M.Phil in Psychiatric Social Work/ Clinical Psychology/ Social sciences with a focus on mental health from a recognized university is desirable.

**Job responsibilities:**

**COORDINATION & MANAGEMENT**

- Overall coordination/management of the residential training programme and the pre-post research study in 3 study sites.
- Liaison with the partner agencies (CBOs/NGOs)/ training partners in study sites
- Assist in identifying and recruiting field workers in study sites
- Coordinate specific administrative tasks related to delivery of the training programme and data collection and keeping up with the timelines.
- Maintaining vouchers of expenses on the project
- Co-ordinate with TISS administrative, accounts and personnel sections on project reimbursements and utilization certificates

### **RESEARCH IMPLEMENTATION, CAPACITY BUILDING, MONITORING & SUPERVISION**

- Assist in finalizing the training programme and data collection tools.
- Monitoring data collection activities at the study site.
- Responsible for data management, data cleaning and data transfer.
- Conduct periodical review meetings with the field staff.
- Actively participate in trainings.
- Proper maintenance of all of research-related equipment's such as digital voice recorders and Laptop.
- Other research tasks as assigned by the Principal Investigator (Dr. K Ranade, TISS).

### **REVIEW & REPORTING**

- Submission of monthly progress report to PI.
- Assist in data analysis and report writing.
- Periodical meetings (in-person or virtual) with relevant partner agencies.
- Participate in review meetings.

### **Deliverables:**

1. Submission of monthly progress reports.
2. Submission of all training and study-related documents, reports, bills, vouchers, etc.
3. Generating and submitting project utilization certificates in a timely manner
4. Surrendering all research-related equipment's – *Voice recorder, Laptop* – after the completion of the project.

### **Terms and conditions:**

1. You will be on a probation period for the three months. Based on your performance your services will be confirmed after three months.
2. During the probation period your services can be terminated with seven days' notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.
3. **Leave:** You will be eligible to the benefits of the institute leave rules on your confirmation in the institute service.
4. You would be required to maintain utmost secrecy and confidentiality in respect of project documents, project cost & estimation and organization policies.

5. You would be required to comply with all such rules and regulations that the institute (TISS) may frame from time to time, which will be intimated to you.
6. Any of our technical or other important information which might come into possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter. No part of the research findings or data will be used or shared without the explicit permission of the PI and the original funder of this research study.
7. You will be responsible for safekeeping and return in good condition and order of all institute property, which may be in your use, custody or charge.

Kindly send your CV via email to the Principal Investigator on the following email id [caretra2025@yahoo.com](mailto:caretra2025@yahoo.com) by 31<sup>st</sup> January, 2025

**Principal Investigator:** KP/ Ketki Ranade, Faculty, TISS, Mumbai  
<https://www.tiss.edu/view/9/employee/ketki-ranade/>

***Only shortlisted candidates will be informed about the interview.***