

Madras School of Social Work
Centre for Social Justice and Equity (CSJE)

Applications are invited from eligible candidates for appointment in the various positions at Centre for Social Justice and Equity at MSSW supported by Department of Adidravida and Tribal Welfare, Government of Tamil Nadu.

All the positions are for a period of 12 months only from date of appointment. The positions are likely to be extended further based on performance and availability of grants.

Academic positions

S. No	Position Name	Reservation
1	Director	General Turn
2	Research Associate	SC (SC(A) will be given preference .)
3	Research Assistant	MBC
4	Program Coordinator	BC other than Muslim.
5	Program Assistant	General Turn
6	Documentation Officer	SC
7	Documentation Assistant	MBC and De notified Community

Administrative Positions

S.No	Position Name	Reservation
1	Finance Officer	General Turn
2	Office Assistant.	SC (SC(A) will be given preference .)

The qualifications/experience required for appointment and consolidated salary inclusive of PF (individual + company contribution) and any other deductions for each position is as follows. There will be no revision in salary even if tenure of the position is extended beyond 1 year.

1. Director : Salary: Rs. 1,50,000 per month consolidated

- Excellent academic record with a Doctoral Degree in Social Work, Sociology, Anthropology, Economics, Political Science, Public Policy and Women Studies or similar inter-disciplinary subject, or an equivalent degree from a foreign university.
- A minimum of 12 years teaching experience and /or research in an academic / research position equivalent to that of Associate Professor in a university, College or Accredited research institution excluding the period of Ph.D., research with evidence of published work.
- A minimum of 10 publications as books and / or research /policy papers directly related to the issues of development and the marginalized communities in India.
- Demonstrated ability to write research proposals, raise funds, execute and co-ordinate research projects, multi-disciplinary research, and strengths in quantitative & qualitative research methodology

- Contribution to educational innovation, design of new courses and curricula, and experience of having worked in a reputed university/ institute / socio-legal research organization / Advocacy Centre / organization and active engagement with policy making bodies / human rights / non-government organizations / social movements / national / international funding agencies related to the issues of socially under privileged communities are desirable.
- Experience in carrying out extensive study and research related to the social, economic and political life of the marginalized communities of Tamil Nadu .
- Demonstrated ability to create indices and models to measure developmental issues pertaining to marginalized communities

2. Research Associate: Salary : Rs. 75,000 per month consolidated

- Excellent academic record with a Doctoral Degree or equivalent published work and a Master's Degree in Social Sciences or inter-disciplinary subject, or an equivalent degree from a foreign university.
- A minimum of eight years experience in research in an academic / research position equivalent to that of Assistant Professor in a university, College or Accredited research institution excluding the period of Ph.D., research with evidence of published work.
- A minimum of 5 publications as books and / or research /policy papers directly related to the issues of development and the marginalized communities in India.
- Demonstrated ability to independently plan and undertake large research projects at the State level.
- Thorough knowledge of quantitative & qualitative research methodology & experience of having worked in a reputed university/ institute/ socio-legal research centres/ Advocacy centre / engagement with policy making bodies and human rights non-government organizations/social movements are desirable.

3. Research Assistant: Salary : Rs. 50,000 per month consolidated

- Post Graduate Degree in social sciences, three year experience of research in any of the Social Sciences including work experience in print / electronic media on issues related to the socially disadvantaged sections, ability to network with individuals and organizations, organize seminars, workshops, conferences and thorough knowledge of Microsoft office applications
- Internet administration, strong reading, writing and typing skills in English / one's mother tongue and working knowledge of Tamil
- Specialization in quantitative & qualitative research methodology and experience of having worked in a reputed university / institute/ socio-legal research centres/ Advocacy centre / organization, litigation law firm, engagement with policy making bodies and human rights non-government organizations/social movements / newspaper / journal are desirable.

4. Program coordinator: Salary : 75,000 per month consolidated

- A Master's Degree in Social Sciences or inter-disciplinary subject, or an equivalent degree from a foreign university.
- Minimum of 8 years' experience in organizing / coordinating development projects in NGOs/Government projects
- Assist with planning and coordination of programs and their activities

- Monitor implementation of program policies and practices
- Work to keep programs on schedule, within stated budgets and functioning smoothly
- Support program growth and development as necessary
- Coordinate program communications
- Manage staff work assignments, workloads and work schedules
- Administer or oversee fund raising operations for programs as well as community outreach
- Oversee the program budget, including tracking billing, payments and other financial transactions
- Coordinate interactions/relationships between staff, clients, administrators and all other program stakeholders
- Schedule and organize program-related meetings and events
- Create and maintain program records, reports, presentations and proposals
- Facilitate positive relations between the program team, the public, the media. other departments within the organization, and all other involved parties.

5. Program Assistant : Salary : 50,000 per month consolidated

- Post Graduate Degree in social sciences, three year experience of research in any of the Social Sciences including work experience in print / electronic media on issues related to the socially disadvantaged sections, ability to network with individuals and organizations, organize seminars, workshops, conferences and thorough knowledge of Microsoft office applications
- Internet administration, strong reading, writing and typing skills in English / one's mother tongue and working knowledge of Tamil
- Specialization in quantitative & qualitative research methodology and experience of having worked in a reputed university / institute/ socio-legal research centres/ Advocacy center / organization, litigation law firm, engagement with policy making bodies and human rights non-government organizations/social movements / newspaper / journal are desirable.
- Minimum 5 years experience in conducting field level training conducted for the marginalized communities.

6. Documentation Officer : Salary : 75,000 per month consolidated

- Post Graduate Degree in social sciences and Humanities , Demography , Library Sciences, MIS & documentation
- Minimum 5 years of experience in reporting, documentation, communication
- Experience of conducting field survey and interviews
- Strong skills in MS Excel, Word, PPT, Designing- photoshop etc.
- Strong skills in analysis, critical thinking and reporting to inform decision making
- Good command over Tamil and English language
- Coordinate closely with the communications team on joint projects, including designing infographics,
- Attend and report on relevant meetings, conferences and trainings.
- Typing both in English and Tamil , ability to independently handle the office correspondence, preparation of budget proposal, project accounts, utilization certificate etc.
- Thorough knowledge of Microsoft office applications, Internet administration, administrative skills, strong reading, writing and typing skills in Tamil language.

7. Documentation Assistant : Salary : 50,000 per month consolidated

- Any PG degree in social sciences and Humanities , Demography , Library Sciences, MIS & documentation
- Minimum 2 years of experience in reporting, documentation, communication
- Typing both in English and Tamil , ability to independently handle the office correspondence, preparation of budget proposal, project accounts, utilization certificate etc.
- Thorough knowledge of Microsoft office applications, Internet administration, administrative skills, strong reading, writing and typing skills in Tamil language.
- Experience of conducting field survey and interviews
- Strong skills in MS Excel, Word, PPT, Designing- photoshop etc

8. Finance Officer : Salary : 40,000 per month consolidated

- PG degree in Commerce or Economics , Management.
- Proven work experience as a Finance Officer or similar role
- Solid knowledge of financial and accounting procedures
- Record accounts payable and accounts receivable
- Keep accurate records for all daily transactions
- Prepare balance sheets and invoices
- Update internal systems with financial data
- Prepare monthly , quarterly and annual financial reports
- Reconcile bank statements
- Participate in financial audits and send timely report to Government.
- Track bank deposits and payments
- Assist with budget preparation

9. Office Assistant : Salary: Rs. 25,000 per month consolidated

- Sort and distribute communications in a timely manner
- Create and update records ensuring accuracy and validity of information
- Schedule and plan meetings and appointments
- Answers telephones, routes calls, takes messages, and provides general information; greets and directs visitors; answers routine inquiries; maintains log of inquiries as required.
- Opens and routes incoming mail; distributes correspondence and other material to department staff/faculty.
- Performs a variety of routine assignments as appropriate to the position; may operate a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails form letters.
- Proficiency in MS office.

Apply on or before **12th August 2023** by email to secretary@mssw.in and send a hard copy of the same with the following enclosures only:

1. Covering letter indicating the position(s) applied for. One candidate can apply for more than one positions.
2. Detailed CV covering personal/demographic details including valid contact details such as email ID and mobile number, educational qualifications, work experience,

papers published (if applicable), research conducted(if applicable), projects implemented (if applicable) with at least TWO references and their contact details.

3. Copy of Community certificate (if applying for reserved positions)
4. A written statement of about 500 words explaining how the applicant is suitable for the position applied.

Short-listed candidates will be expected to appear for an interview on campus at MSSW. Any query regarding the above can be sent to csje@mssw.in.