

**Tribal Research and Training Institute, Pune**  
**Tribal Development Department**  
**Government of Maharashtra**

**Background**

Tribal Development Department (TDD), Government of Maharashtra was established on April 22, 1983 and the Tribal Development Department has been operating independently since 1984. Since its inception, the department has been working towards sustainable development of Tribal Communities by empowering Tribal youth through Education and employment and learning from the unique culture and values of tribal communities. Maharashtra accounts for 10.35 % of the Scheduled Tribe population of India and is the second largest Tribal Population in the country. In recent years, Tribal Development Department has initiated many innovative programmes in Education, Health, Nutrition and Sanitation and IFR/CFR Land Development for equitable growth of tribal communities.

The department is planning to provide a fresh approach to address concerns of access, equity and excellence through a reform based approach and design and implement innovative programs and devising technology solutions for monitoring, evaluation, data analysis for formulating more informed decisions and policies.

The Tribal Development Department is establishing a Planning and Monitoring Unit of Tribal Research and Training Institute (TRTI), Pune in Mumbai and a team and experts, advisors and coordinators is being created to assist the Department to provide technical, strategic, and other support to the implementing bodies and assist in capacity building of all stakeholders for the successful implementation of the schemes.

TRTI is seeking committed, hardworking and bright people to work as Coordinators.

## Type of Contract

The compensation is negotiable in keeping with their experience and qualifications. The selection board will have discretion to consider selected candidate's grade based on relevant qualifications, work experience, domain knowledge and skills.

The successful candidate will be awarded a fixed-term 2-year contract. Roles and responsibilities and performance appraisal framework will be developed and agreed at the beginning of the contract period.

S.No.	Designation	Job Description	No. of Posts	Educational Qualification	Work Experience
1.	Executive Director	<ul style="list-style-type: none"><li>• Policy formulation and overall Managing and functioning of Planning and Monitoring Unit.</li><li>• Developing strategic partnerships with experts, development organisations and industry partners for tribal livelihoods and promotion of Tribal Culture.</li><li>• Facilitating fund raising through CSR and Training activities for TRTI.</li><li>• Facilitating research for evidence based planning to make impactful interventions for the benefit of Tribal Communities.</li><li>• Coordination with TDD's Knowledge partners. Overseeing smooth project implementation under TRTI.</li><li>• Maintaining close coordination with TDD Secretariat, TDC, Commissionerate, Field officials of TDD and TRTI (Headquarter).</li><li>• Liasoning closely with the stakeholders in planning, coordinating and management of various components and activities of Planning and Monitoring Unit of TRTI.</li><li>• Providing IT support and solutions to TDD, TRTI and beneficiary institutions for effective functioning and</li></ul>	1	Masters in any of the fields of Business Administration, Economics, Social Sciences, Management, Computer Science, Information Technology, Data Management, Communication, Allied Disciplines.	8-10 years of experience in managing development programs/ CSR programs/ Government in senior positions.

		<p>implementation of Programme.</p> <ul style="list-style-type: none"> <li>• Implementation and operationalising the MIS systems.</li> <li>• Track State-wide Performance indicators linked with allocations.</li> <li>• Managing and designing training to the intended users of MIS.</li> <li>• Assist in designing e-platform for data collection and statistics in collaboration with team of Data Analytics Centre.</li> <li>• Interacting with state governments, CSR Partners etc.</li> <li>• Engaging and communicating effectively with relevant stakeholders at state level to prepare the State for reforms.</li> <li>• Any other activities/task as the Principal Secretary, TDD and Chairperson BOG may deem fit.</li> </ul>			
2.	Coordinator for Leadership training, CSR & Knowledge Partnerships	<ul style="list-style-type: none"> <li>• Manage Knowledge partners of the department and identify more resource groups for various initiatives.</li> <li>• Monitoring of CSR and PPP initiatives by continuous evaluation of the project through field visits and carrying out impact assessment studies leveraging resources from Knowledge partners.</li> <li>• Documentation of project implementation and best practices.</li> <li>• Designing and implementing capacity building training programmes of various stakeholders.</li> </ul>	1	Graduate, Masters in Human Resource Management, MBA	3-5 years of experience in HR, Partner Management, designing and implementing CSR Initiatives, industry linkages.
3.	<b>Coordinator for Skill Development and Tribal Livelihood Projects</b>	<ul style="list-style-type: none"> <li>• Research, ideate, structure and propose a plan for livelihood enhancement of Tribal Communities in different areas of the state like eco-tourism, MFP.</li> <li>• Coordinating with NGOs, CSR and Line Departments for implementation of projects.</li> <li>• Streamline and monitor existing projects of the department.</li> <li>• Identify core areas for skilling and vocational training</li> </ul>	1	MBA – Marketing, Rural Development	3-5 years of experience in managing skill development and livelihood projects. Experience of working with Government/ and or industry partners to build forward and backward linkages.

		<p>specially designed for Tribal communities built in their culture.</p> <ul style="list-style-type: none"> <li>• Designing specific programmes for school dropouts to connect them with VTPs and track their progress.</li> </ul>			
4.	<b>Coordinator for Initiatives regarding PVTGs</b>	<ul style="list-style-type: none"> <li>• Formulating Policy, designing specific interventions for promoting livelihood programmes for Primitive and vulnerable Tribal Communities.</li> <li>• Organizing training programmes for field functionaries.</li> <li>• Carrying out action research projects for understanding issues related to PVTGs.</li> <li>• Designing projects for securing land and essential services for PVTGs and preservation of PVTG Culture.</li> </ul>	1	Masters in Anthropology, Rural Development, Social work and related areas.	3-5 years in agri-business, Skilling, project management, experience of working with tribal communities.
5.	<b>Coordinator for TSP Planning, Budgeting &amp; Data Analytics</b>	<ul style="list-style-type: none"> <li>• Data gathering, Analysis, co-ordination within the Department and with line Departments for planning and monitoring of TSP and Central Assistance funds.</li> <li>• Contribute to creating a stable monitoring framework for the department leveraging technology and suggest process improvement strategies.</li> <li>• The consultant is expected to provide detailed and insightful analysis of data (like health, school, livelihood, FRA data)</li> </ul>	1	MBA, B.Tech, Masters/Ph.D. Econometrics	Work experience – 5-7 years in Data Analytics, Data Management. Candidates with work experience in Government/International/Autonomous agencies will be preferred
6.	<b>Consultant/Coordinator – Health and Nutrition Projects under TRTI</b>	<ul style="list-style-type: none"> <li>• Policy formulation Design research projects to study the nutritional need of the Tribal Communities and design specific interventions.</li> <li>• Implement the health and nutrition projects by collaborating with the concerned line departments.</li> <li>• Coordinate with stakeholders including CSR, industry, Local Bodies and government agencies for better implementation of schemes at the ground level.</li> </ul>	1	Graduation or Masters' Degree in Courses related to Health and Nutrition, Child Psychology, Counselling or P.G.D. in Dietetics, MBBS	3-5 years of experience in Health and nutrition related projects. Candidates with work experience in Government/International/Autonomous agencies will be preferred. Candidates with experience in public

		<ul style="list-style-type: none"> <li>• Design and implement Monitoring and Evaluation processes for the existing programmes/schemes and new programmes.</li> <li>• Setting up systems at the PO level for regular documentation for monitoring purposes.</li> <li>• Designing and implementation of trainings of the teachers and HMs of Aashramshalas for creating awareness about nutritional needs of students and how to meet those needs.</li> <li>• Documenting Case studies by reaching out to stakeholders at the school and village level.</li> <li>• Designing programmes for pregnant women and workshops at village level for awareness about nutritional needs and how to meet those needs through local and easily available food and providing special care by collaborating with local NGOs and Government agencies.</li> </ul>			policy will get additional weightage.
7.	<b>Coordinator: Education Initiatives</b>	<ul style="list-style-type: none"> <li>• Design and Implement specific programmes for improving the learning quality at the Ashramshalas.</li> <li>• Coordinate with stakeholders including experts, Local Bodies and government agencies for better implementation of schemes at the ground level.</li> <li>• Design and implement Monitoring and Evaluation processes for the existing programmes/schemes and new programmes.</li> <li>• Setting up Education Cells at PO level for improving educational standards.</li> <li>• Designing and implementation of trainings of the teachers and HMs of Aashramshalas for continuous input on new pedagogy.</li> <li>• Documenting Case studies by reaching out to stakeholders at the school and village level.</li> </ul>	1	Master's in Education, Sociology/ Courses in Education planning and administration.	Experience of 5-7 years of Programme Management in Education sector in Government/International/Autonomous agencies. Experience of Teacher Training and designing & implementation of Educational Projects at district/state level would get additional weightage.
8.	<b>Coordinator: Training</b>	<ul style="list-style-type: none"> <li>• Design relevant training modules with experts and organisations for continuous capacity building of TDD.</li> </ul>	1	Masters/Ph.D. Social Sciences, Development	Experience of 5-7 years in Training Management,

	<ul style="list-style-type: none"> <li>• Creating strategic partnerships with expert organisations for governance, performance measurement.</li> </ul>		Studies, Human Resource Management.	designing and content creation for training of different stake holders in leadership skills, Management, planning tools.
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- Planning and Monitoring Unit of TRTI would be operating from Mumbai under the guidance of Principal Secretary, Tribal Development Department and Commissioner TRTI. Office is located at Mumbai, Maharashtra. However, the candidates may be willing to be deployed at TRTI, Pune and Field offices depending on the need of the projects.
- There is no bar for applying for more than two posts.
- Candidates should provide two references with their contact details.

**Note:**

- *Retired Individuals may also apply to provide their expertise in specific domains.*
- *The Range of salary for coordinators will be between 60,000 - 80,000 and for Executive Director 1.5 lac - 2 Lacs. However, it is negotiable depending on experience, domain knowledge and skills.*

Interested candidates are invited to submit one page expression of interest with detailed CV at Email ID: [applyatrti.pmu@gmail.com](mailto:applyatrti.pmu@gmail.com)

Last date for submission of detailed CV with covering letter: **March 10, 2018**

Shortlisted candidates shall be contacted for interview.

*No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration of the post.*

Commissioner  
Tribal Research and Training Institute, Pune