

Position	Finance and Project manager - 1 Position
Roles & responsibilities	<ul style="list-style-type: none"> • Coordinate and manage the project and finance related activities of the GENDER project. • Coordinate and manage the project and finance related activities of the Centre of Demography of Gender (CDG). • Assisting in organizing and managing capacity building of gender/women's studies centres in Uttar Pradesh and Bihar. • Assisting in organizing and managing handholding local institutions in Uttar Pradesh and Bihar. • Assisting in organizing and managing dissemination of learnings among different stake-holders/Workshops. • Assisting in organizing and managing internship/training to students from other Indian University/institutions. • Assisting in organizing and managing training to junior/early-career from other India university. • Assisting in inviting and making arrangements for visiting Scholars/Gender Expert to CDG. • To assist the faculty members affiliated to the Centre to carry out primary or secondary data-based research • Financial and activity reporting to the Bill and Melinda Gates Foundation (BMGF). • Any other responsibility relating to the project that may be assigned from time to time.
Qualifications	<p><u>Essentials:</u></p> <ol style="list-style-type: none"> 1. M.Com. with 7 years' experience or CA/CS/ICWA inter clear/MBA in Finance with 6 years' experience in <u>working in large-scale research studies in the health and social sector</u> 2. At least five years of working experience in the government institutions 3. Knowledge of the reporting format of International donor-partners such as BMGF, USAID, UNFPA, UNICEF, WHO, etc. 4. Experience of working with international collaborators 5. Experience in financial and project management 6. Knowledge of Government of India Rules (GFR) 7. Working knowledge of Tally ERP 9 8. Knowledge of PFMS 9. Working knowledge of e-Office 10. Proficiency in Computer skill (MS Word, Excel, PPT etc.) 11. Noting & drafting skills 12. Oral & written communication skills in English <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Working experience of reporting to BMGF in their designated format • Willing to work on weekends/holidays and out of working hours if required • Willing to travel outstation for the workshop
Salary	80,000/- per month (Consolidated).

Position	Administrative and programmatic support staff - 1 Position
Roles & responsibilities	Assisting the Finance and Project manager and PIs in carrying out all the activities of the GENDER project.
Qualifications	<p><u>Essential:</u></p> <ul style="list-style-type: none"> • B.Com. with 3 years working experience in large-scale research studies in the health and social sector • At least 2 years of working experience in the government institutions • Proficiency in computer skills (Word, Excel, PPT etc.,) <p><u>Desirable:</u></p> <p>Oral and written communication skills Willing to work on weekends/holidays and out of working hours if required Knowledge of office administration in government institution</p>
Salary	30,000/- per month (Consolidated).

Interested and eligible applicant may walk-in for an interview on **12th December, 2022 at 2.00 p.m. in the NFHS Committee Room, First Floor, Academic Building, IIPS Mumbai.** Candidates are advised to bring their CV, a cover letter and certificates of work experience. The position is full time and employed purely on contract basis at the IIPS-GENDER Project, Mumbai. Selected candidates will report to the PIs and Co-PIs of the GENDER Project at IIPS.

The initial appointment may be for six months and may be extended on satisfactory performance and fulfilment of assigned responsibilities and retention of funding. Appointment shall terminate with completion of the project or the period of appointment, whichever is earlier. No TA/DA will be paid for attending the interview. Selected candidate will be required to join the duty at a short notice.


28/11/22

Assistant Registrar
IIPS, Mumbai