



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

Background

Tribal Development Department (TDD), Government of Maharashtra is working towards socio-economic empowerment 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, income generation and securing their rights to land and forest resources for equitable growth of tribal communities.

The department aims to address concerns of access, equity and excellence through a reform based approach in implementation of various initiatives and schemes under Tribal Sub Plan (TSP). The department is also striving to create effective mechanisms for monitoring, evaluation and data analysis for policy formulation.

The Tribal Development Department has established QUEST – TRTI Centre for Innovation, Planning and Evaluation at 703, 7th Floor, Arcadia Building, Near NCPA, Nariman Point, Mumbai -400021. The Centre was inaugurated on April 10, 2018 by Hon'ble Chief Minister and other dignitaries. In the very first year, the Centre has undertaken multiple state-wide projects for improving Quality of Education, health and overall experience of children in Tribal Ashram Shalas besides various projects for livelihood and promotion of arts and culture of tribal communities. As per the GR – TDD no. आसंप्र-३४१९/ प्र.क्र.११६/का.५, दि.१३ सप्टेंबर,

२०१९, Quest has following roles and responsibilities:

1. Assisting in the long-term projects for tribal development.
2. Mapping priorities of a project and outlining their implementation plan/timelines
3. Helping the Tribal Development Department in evaluating the effectiveness of projects on multiple levels.

4. Identifying errors/loopholes in current implementation plans of projects and suggesting strategic and administrative changes to the Department.
5. Establishing procedural mechanisms at multiple levels such as beneficiaries, social groups and related entities for the effective administration and implementation of projects
6. Creating a system and database for ready availability of information for informed decision making at multiple administrative levels.
7. Finding innovative ways to provide quality services and facilities to the tribal communities.
8. Using technology to increase accessibility/reach out to the tribal communities easily
9. Setting up a mechanism to involve public, private and non-profit organizations as implementing agencies
10. Implement innovative ideas and projects undertaken by other departments for the development of tribal.
11. Conducting brainstorming sessions with experts from different fields in order to achieve the Department's objectives.

We are seeking to hire young professionals with a passion for improving government performance and solving social problems. They will function as day-to-day project managers, steering important reform projects from conceptualization through design and implementation.

The responsibilities would vary from project to project and frequently include:

1. Diagnosing challenges in government functions and service delivery
2. Crafting operationally feasible, high impact solutions to those challenges
3. Assisting department to implement solutions to produce meaningful changes.
4. Identifying expert agencies and institutions for building knowledge partnerships and technical collaboration.

In undertaking these responsibilities, the day-to-day work would involve:

1. Project Management
 - a. Manage and coordinate reform projects while navigating complex organizational

structures.

- b. Develop, introduce, and oversee performance management systems for better service delivery.
2. Communications and Relationship Building
 - a. Conduct interviews and site visits with government officials, community stakeholders, and people with lived experience to uncover service delivery barriers and inform solutions.
 - b. Facilitate meetings, trainings, and workshops to advance project work and build capacity.
 - c. Brief senior officials and solicit decisions from them at key project milestones.
 - d. Write reports, presentations, training documents, and procurement solicitations with the aim of making complex information easy to understand
 3. Research and Data Analysis
 - a. Help governments match and analyse administrative data to measure outcomes, understand cost-effectiveness, and form insights that can improve service delivery.
 - b. Use continuous improvement tools to analyse existing processes and design new processes.
 - c. Apply a lens of diversity, equity, and inclusion to government service delivery challenges.
 - d. Understand program evaluation principles and use them to improve government operations.
 - e. Review research literature, government documents, and best practices to inform project work.

Preferred Skills:

- 1) Passion for improving government performance and solving social problems.
- 2) Self-motivated with an orientation towards results.
- 3) Excellent written and verbal communications.
- 4) Strong project management capabilities.
- 5) Sound quantitative and analytical skills, with experience generating and using data to drive insights and communicating those insights to others.
- 6) Ability to navigate complex organizations, develop trust with senior leaders, and build

relationships among diverse groups of stakeholders.

- 7) Awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations, and ability to apply that to their work.
- 8) Willingness to travel is required.
- 9) Proficiency in Marathi will be added advantage.

We are seeking professionals for multiple positions. Detailed job description and specific educational qualification required for the position is as follows

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| Sr. No. | Designation | Job Description | No. of Posts | Educational Qualification | Work Experience | Consolidated Honorarium (Differ as per experience) |
|---------|--------------------|---|--------------|---|--|--|
| 1. | Executive Director | <ul style="list-style-type: none"> • Policy formulation and overall Managing and functioning of Quest. • Developing strategic partnerships with experts, development organizations and industry partners for tribal livelihoods and promotion of Tribal Culture. • Coordination with TDD's Knowledge partners. • Maintaining close coordination with TDD Secretariat, TDC, Commissionerate, Field officials of TDD and TRTI (Headquarter). • Implementation and 4perationalizing the MIS systems. • Facilitating research for evidence based planning to make impactful interventions for the benefit of Tribal Communities. • Managing and designing training to the intended users of MIS. • Interacting with State Government, CSR Partners etc. <ul style="list-style-type: none"> • Engaging and communicating effectively with relevant stakeholders at state level to prepare the State for reforms. | 1 | Masters in any of the fields of Business Administration, Economics, Social Sciences, Management, Computer Science, Information Technology, Data Management, Communication, Allied Disciplines. Training in public policy, business, law, economics, social work, or related | 10-15 years of experience of working with Government Departments/CSRs/ International development organizations in senior positions | Rs. 1,00,000 to Rs. 1,20,000 |

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| | | <ul style="list-style-type: none"> • Manage Central Assistance Projects. • Design and Implement innovative projects for improving Education, Health, Livelihood and Skill Building programmes in Tribal Areas. • Driving projects under Mahatribes for promotion of Tribal artisanal products, Forest Produce and Tourism in Tribal Areas. • Design and implement projects in campaign mode for effective and quick implementation. • Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | | <p>fields will be added Advantage. Or Retired class 1 officer from any department of State/Centre and Renowned Agency</p> | | |
| 2 | Consultant for FRA | <ul style="list-style-type: none"> • Coordination for State-wide effective implementation of Forest Rights Act. • Creating and managing database of IFR and CFR beneficiaries. • Training and management of portal for effective implementation of PESA and FRA. • Expansion of Diploma Course for CFR. • Convergence for schemes for IFR and CFR beneficiaries | 1 | <p>Graduation from a recognized university. (Preference will be given Graduate/Masters in Rural Development/ economics or Social Science disciplines with a good academic record/MBA</p> | <p>Minimum 2 years in Research projects or experience of working with tribal communities, agri-business and Skilling domain. Understanding of Forest Rights Act and PESA.</p> | Rs. 40000 to RS. 50000 |

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| 3. | Senior Consultant Health and Nutrition | <ul style="list-style-type: none"> • Implement the health and nutrition projects by collaborating with the concerned line departments. • Coordinate with stakeholders including CSR, industry, Local Bodies and government agencies for better implementation of schemes at the ground level. • Design and implement Monitoring and Evaluation processes for various projects. • Setting up systems at the PO level for regular documentation for monitoring purposes. • Designing and implementation of trainings of the teachers and HMs of Aashram shalas and strategies to meet nutritional needs of students. • Documenting Case studies. • Managing Central and semi-central kitchens, and other projects. • Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | Post - Graduation from a Recognized university. (Preference will be given Graduation or Masters' Degree in Courses related to Health and Nutrition, Child Psychology, Counselling, MBBS, B.D.S, M.P.H (Nutrition) | Minimum 3 years of Experience in Health and nutrition related projects. Candidates with Project Management skills and experience in Government/International agencies will be preferred. Candidates with experience of working on health Projects will get additional weightage. | Rs. 55000 to RS. 75000 |
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| 4 | Consultant Health and Nutrition | <ul style="list-style-type: none"> • Implement the health and nutrition projects by collaborating with the concerned line departments. • Coordinate with stakeholders including CSR, industry, Local Bodies and government agencies for better implementation of schemes at the ground level. • Design and implement Monitoring and Evaluation processes for various projects. • Setting up systems at the PO level for regular documentation for monitoring purposes. • Designing and implementation of trainings of the teachers and HMs of Aashramshala's and strategies to meet nutritional needs of students. • Documenting Case studies. • Managing Central and semi-central kitchens, and other projects. • Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | <p>Graduation from a recognized university. (Preference will be given Graduation or Masters' Degree in Courses related to Health and Nutrition, Child Psychology, Counselling, MBBS, M.P.H (Nutrition).</p> | <p>Minimum 2 years of experience in Health and nutrition related projects. Candidates with Project Management skills and experience in Government /International agencies will be preferred.</p> <p>Candidates with experience of working on health projects will get additional weightage.</p> | Rs. 40000 to RS. 50000 |
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| 5 | Consultant for Skill Development and Tribal Livelihood | <ul style="list-style-type: none"> • Research, ideate, structure and propose a plan for livelihood enhancement of Tribal Communities in different areas of the state like eco-tourism, MFP, agriculture and allied sectors. • Coordinating with NGOs, CSR and Line Departments for implementation of projects. • Streamline and monitor existing projects of the department. • Identify core areas for skilling and vocational training specially designed for Tribal communities built in their culture. • Designing specific programmers for school dropouts to connect them with VTPs and track their progress. • Promotion of tribal art & culture by upholding tribal artisans, SHG women's, dancers etc. • Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 2 | Graduation from a recognized university. (Preference will be given MBA/Masters in Rural Development or M.Sc. Agriculture or MA. In Economics or any social science discipline) | Min. 2 years of experience in managing skill development and livelihood projects. Experience of working with Government/FPOs and or industry partners to build forward and backward linkages. | Rs. 40000 to RS. 50000 |
| 6 | Consultant for Tribal Education | <ul style="list-style-type: none"> • Ideation about fresh initiatives in tribal education • Formulation of innovative projects • Advice related to tribal education policy • Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | Graduation from a recognized university. (Preference will be given Master's in Education or in related field/ Social Science discipline | Min. 2 years of experience in education sector with rural development | Rs. 40000 to RS. 50000 |

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| 7 | Consultant Project evaluation | <ul style="list-style-type: none"> To undertake project evaluation to carry out large scaledata analysis Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 1 | Graduation in economics/ statistics/mathematics/ data science (with knowledge of R/ python) | Demonstrable experience of project evaluation, data analytics | Rs. 40000 to RS. 50000 |
| 8 | Information Technology Consultant | <ul style="list-style-type: none"> To develop, upgrade and maintain portals as per institutional requirements Handle work related to data analytics and data bases generation To handle the technicalities related to e-tendering, GEM etc To provide other IT related services as per need. Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. | 02 | B.E. / B.Tech/B.Sc. from a reputed Indian or foreign institution | 3 years' experience in related field | Rs. 25,000 to Rs.40,000 |
| 9 | Receptionist | <ul style="list-style-type: none"> To Inward/outward and other office communication system To Handling printing, photocopying and faxing. To assist office Administrator in managing office work. Any other activities/task given by the Executive Director and Jt. Executive Director. | 01 | 12 th Pass (commerce stream pref.) from reputed college/university. Prior experience with Microsoft Office and typing | 1 year Experience in related field (Pref. will be given to exp. In government office) | Rs. 15,000 to Rs. 20,000 |

- QUEST - TRTI Centre would be operating from Mumbai under the guidance of Principal Secretary, Tribal Development Department and Commissioner TRTI. Office is located at QUEST – TRTI Centre for Innovation, Planning and Evaluation at 703, 7th Floor, Arcadia Building, Near NCPA, Nariman Point, Mumbai -400021. However, the candidates may be deployed at

TRTI, Pune and Field offices as and when needed.

- There is no bar for applying for more than one posts.
- Candidates should provide three references with their contact details.
- Prior experience of working with Quest would be added advantage. Experience of working as interns at QUEST will also be counted as relevant experience.

Note:

- The successful candidate will be awarded 11 Month contract extendable up to 2 years. Extension of contract will be subject to mid-year and subsequent performance appraisal.
- Interested candidates should apply for respective posts through relevant Google form link given on Tribal Research and Training Institute, Pune Website.
- These post will be filled by outsourcing agency ie. Unisec Management services Pvt Ltd, Pune
- Last date for submission of application: 25th July 2022
- Only Shortlisted candidates shall be contacted for interview.
- If any query regarding the post of Executive Director/ Consultant FRA/Senior Consultant Health and Nutrition kindly mail to questrecruitment2022@gmail.com
- If any query regarding the post of Consultant for Skill Development and Tribal Livelihood/ Consultant for Tribal Education/ Consultant Project Evaluation/ Consultant Media kindly mail to questrec2@gmail.com
- If any query regarding the post of Consultant for Information Technology Consultant, Receptionist kindly mail to questrec3@gmail.com
- 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.
- All the rights of change in number of post or salary as per the situation at any stage of selection will be reserved with the TRTI

* Statement of purpose should include following questions:

1. Why do you feel you would be a strong fit for the role you are applying? (200 words)
2. Have you worked on a project involving the government directly? If yes, please briefly describe the project, your role, your goals and achievements and the challenges associated with the same. (250 words)
3. What are your two core strengths? (150 words)
4. Statement of purpose can be written in English or Marathi.