

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

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 One Forbes, Kalaghoda, Fort, Mumbai. 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 Schools 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.०५ dated 13/09/2019, 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 tribals.
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.

Detailed job description and specified educational qualification required for the position is as follows:

S.No.	Designation	Job Description	No. of Posts	Qualification
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 operationalizing 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. • Engaging and communicating effectively with relevant stakeholders at state level to prepare the State for reforms. • 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 Secretary and Commissioner TRTI may deem fit. 	1	<p>Essential Qualification –</p> <ol style="list-style-type: none"> 1. Masters in Economics / Sociology/Anthropology/ Management/Public Administration /Political Sciences/ Social Work. 2. 10 Years experience in Administrative/ Management/ Academic or related field in Private or Public Sector. <p>Desirable Qualification -</p> <ol style="list-style-type: none"> 1. 5 Years field experience in tribal areas on various tribal subjects like Health/ Education/ Forest rights/ Nutrition etc. 2. Experience of working in/ with Maharashtra Government in social sector departments

- **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 One Forbes, Kalaghoda, Fort, Mumbai, Maharashtra. However, the candidates may be willing to be deployed at TRTI, Pune and Field offices depending on the need of the projects.

- Candidates should provide two references with their contact details.

- Age Limit – Maximum 60 years

Note:

- Salary will commensurate with qualification, domain knowledge and skills. 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 11 Month contract extendable up to 2 years. Extension of contract will be subject to mid-year and subsequent performance appraisal.
- Interested candidates are invited to submit Statement of Purpose* along with detailed CV at Email ID: applyatrti.pmu@gmail.com
- Last date for submission of application: 02/04/2021
- Shortlisted candidates shall be contacted for interview.
- Statement of purpose should be attached with application.

*** 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 with the government on tribal subjects 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)

Statement of purpose can be written in English or Marathi.

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.