

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 Shalas besides various projects for livelihood and promotion of arts and culture of tribal communities. As per the GR – TDD no. क्र.आसंप्रसं-आस्था/प्र.क्र. १५३ /का.१/81 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.

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

S.No.	Designation	Job Description	No. of Posts	Educational Qualification	Work 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 organisations 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 Principal Secretary and Commissioner TRTI may deem fit. 	1	<p>Masters in any of the fields of Business Administration, Economics, Social Sciences, Management, Computer Science, Information Technology, Data Management, Communication, Allied Disciplines.</p> <p>Training in public policy, business, law, economics, social work, or related fields will be added advantage.</p> <p>Or</p> <p>Retired class 1 officer from any department of State/Centre and Renowned Agency</p>	10-15 years of experience of working with Government Departments/CSRs/ International development organisations in senior positions.
2.	Consultant Education	<ul style="list-style-type: none"> • Design and Implement specific programmes for improving English Teaching at the Ashramshalas. • Design curriculum and pedagogic interventions for English teaching in Ashram Shalas. • Coordinate with stakeholders including experts, Local Bodies and government agencies for better implementation of English Teaching Program at the ground level. 	1	<p>Master's in Education, Sociology. Courses in Education planning and administration.</p>	Experience of 5-7 years of Programme Management in Education sector in Government/International /Autonomous agencies. Experience of Teacher Training and designing & implementation of

		<ul style="list-style-type: none"> • Design and implement Monitoring and Evaluation processes for the programmes. • Designing and implementation of trainings of the teachers and HMs of Aashramshalas for continuous input on new pedagogy. • Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. 			Educational Projects at district/state level would get additional weightage.
3.	Consultant for Initiatives regarding Particularly Vulnerable Tribal Groups (PVTGs)	<ul style="list-style-type: none"> • Formulating Policy, designing specific interventions for promoting livelihood programmes for Primitive and vulnerable Tribal Communities. • Organizing training programmes for field functionaries. • Carrying out action research projects for understanding issues related to PVTGs. • Designing projects for securing land and essential services for PVTGs and preservation of PVTG Culture. • Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. 	1	Graduate/Masters in Anthropology, Rural Development, agriculture, IT and related areas.	3-5 years in Research projects or experience of working with tribal communities, agri-business and Skilling domain. Understanding of Forest Rights Act and working with PVTGs would be preferred.
4.	Consultant for PESA and 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	Graduate/Masters in Anthropology, Rural Development, agriculture, IT and related areas.	3-5 years in Research projects or experience of working with tribal communities, agri-business and Skilling domain. Understanding of Forest Rights Act and PESA.
5.	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. 	2	Graduation or Masters' Degree in Courses related to Health and Nutrition, Child Psychology, Counselling, MBBS, M.P.H (Nutrition).	3-5 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.

		<ul style="list-style-type: none"> • Designing and implementation of trainings of the teachers and HMs of Ashramshalas and strategies to meet nutritional needs of students. • Documenting Case studies. • Managing Central and semi-central kitchens, Atal Arogya Vahini and other projects. • Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. 			
6.	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 programmes for school dropouts to connect them with VTPs and track their progress. • Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. 	1	MBA – Marketing, Rural Development or M.Sc. Agriculture	3-5 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.
7.	Consultant Legal Aid	<ul style="list-style-type: none"> • Drafting affidavits and preparing detailed case studies of court matters related to ashram schools. • Handling Lokayukt cases. • Drafting Affidavits and detailed reports for NHRC/NCST. • Assisting in FRA related cases and documentation. • Designing and implementation of POCSO Act for Ashram schools. • Assisting in life skill education training running in ashram school. • Assist in Caste scrutiny committee cases. • Any other activities/task as the Principal Secretary and Commissioner TRTI may deem fit. 	1	Graduate or Post-graduation in law (LLB, LLM) from recognized university or institution in India.	2-4 years of experience a good academic record and good computer skills. Experience of working with practicing lawyer or practicing for atleast a year.

- 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.

- There is no bar for applying for more than two posts.
- Candidates should provide two references with their contact details.
- Prior experience of working as CM Fellow, PMRDF, TFI Fellow, Gandhi Fellow, Young India Fellow and other reputed fellowship would be an added advantage.

Note:

- Retired Individuals may also apply to provide their expertise in specific domains. Salary will commensurate as per their expertise and experience of working with different projects.
- 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 remuneration for Consultants will range from Rs. 55,000 – 75,000 and the remuneration for Executive Director would range from 1 lac to 1.5 lacs.
- 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: applyatrtti.pmu@gmail.com
- Last date for submission of application: 20/3/2020,
- Shortlisted candidates shall be contacted for interview.

** 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)

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.