

## **TERMS OF REFERENCE**

Job Title: SENIOR CONSULTANT: Tier I  
Reports to: Head of Department  
Main Function: **Development and Execution of Research Projects/Studies, Conduct Training and undertake Teaching programme in the area of Development Communication/ Media Studies**

### **1) GENERAL CONDITIONS FOR ENGAGING SENIOR CONSULTANT**

- The engagement will be of a temporary nature and the appointment can be cancelled at any time by the Institute without assigning any reason.
- Senior Consultants would be engaged for a fixed period of time for providing high quality supervision and management of research studies undertaken by the Department.
- The appointment would be on a Full-time basis and they would not be permitted to take up any other assignment during the period of engagement with IIMC

### **2) KEY RESPONSIBILITIES**

#### **Research Project Related:**

- Develop and execute research projects, including use of appropriate methodologies in the area of Development Communication;
- For projects, serve as a primary point of contact with partners on program design, execution of the project and reporting;
- Manage work-plans, track deadlines, and ensure overall quality control as a team leader;
- Undertake research writing for publications for peer-reviewed journals and prepare program reports as needed;
- Contribute to development of grant proposals, including concept development, and budgeting.

#### **Training Related:**

- Design and Conduct training programmes/workshops on Research Methodologies and Media/Communication Research. Supervise training/ workshop related preparation;
- Prepare/Design Training Module/Course Material

#### **Other Responsibilities:**

- Undertake teaching assignments, from time to time related to academic courses.

### 3) EDUCATIONAL QUALIFICATION

**a. Essential:**

Masters' degree in Social Sciences preferably in Mass Communication/ Economics/ Development/ Marketing/ Psychology from a UGC recognized University /National-level Institution

**b. Desirable:**

M. Phil / Ph. D in the relevant area (as indicated above) from a UGC recognized University /National-level Institution

### 4) ESSENTIAL WORK EXPERIENCE:

**Candidates with Masters' Degree:** A minimum of **10 years'** relevant and regular work experience

**OR**

**Candidates with M. Phil/Ph. D:** A minimum of **8 years with M. Phil / 6 years with Ph. D** relevant regular work experience (Experience post PG Degree)

**Essential work experience should be in the following capacity:**

1. Supervising time-bound research projects in Government / Non-Government / International Organisations.

**OR**

Working on Development Communication projects as Project Coordinator in a recognized Organization.

**OR**

Academic experience of teaching and conducting Research in UGC recognized University /National-level Institution

2. Experience and knowledge of analyzing qualitative and quantitative data for multi-centric projects/studies

### 5) ESSENTIAL ACADEMIC ORIENTATION

- A proven record of published independent research papers/reports.

- Good theoretical grasp of the issues involved in Development related subjects / Communication studies/ Market Research /Social Science Research.
- Candidates with requisite experience in the relevant field will be given preference

#### **6) ESSENTIAL SKILL-SETS REQUIRED:**

- Understanding of Qualitative and Quantitative Research Methods & Tools.
- Computer software proficiency with high level of familiarity with commonly used packages like Excel, SPSS/NVivo with proficiency in statistical analysis.
- Excellent analytical, written/communication and presentation skills
- Must be self-managed, proactive, responsive and focused
- Demonstrated ability to learn quickly, be a team player and manage change effectively
- Should be prepared to travel extensively.

#### **7) PUBLICATIONS**

Candidates must send their published papers/articles in peer-reviewed Journals/Articles/Web Blogs links along with the application as specimen of their research/ analytical writing caliber.

#### **8) REFERENCES:**

Candidates should provide references of two supervisors with whom they have worked.

#### **9) PERIOD OF ENGAGEMENT (DURATION)**

The selected person will be initially engaged for a period of one (1) years. This term can be extended further from time to time depending on the performance of the candidate and requirement of the department.

#### **10) APPLICATION PROCEDURE**

- The CV should mention the Educational Qualification and Work Experience in the order of the most recent first and the earliest record and subsequent details later.
- Recruitment process will include written/practical test and interview.

#### **11) REMUNERATION**

Total emoluments for the post would be a consolidated amount of Rs.60,000/- per month, with no other perks or facilities. The consolidated remuneration paid per month will be subject to deduction of Income/Tax/Service Tax as per rules and regulations of the Government of India.

**12) TA/DA**

No TA/DA shall be admissible for interview, for joining the assignment or on its completion

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