

SIR DORABJI TATA TRUST AND THE ALLIED TRUSTS

Job Announcement for the position of Program Associate - Civil Society, Human Rights and Governance

Established in 1932, Sir Dorabji Tata Trust and the Allied Trusts, collectively form one of the largest private sector philanthropic organisations with an annual disbursement of Rs. 300+ crores. The Trusts offer individual assistance to students and to poor patients, make financial contributions to Institutions and provide financial support to over 600 NGOs in the country. To administer their grant making and management activities, the Trusts are looking for a suitable professional for the position of **Program Associate - Civil Society, Human Rights and Governance**.

S/he will assist the Senior Program Officer in the grant making and management of the portfolio. In addition, the job will entail working as part of the team, with potential and current grantees; in project identification, evaluation and analysis of project progress; and documentation, reporting and monitoring, appraisal and proposal development. The work will routinely involve travel of up to two weeks per month. S/he is expected to gain a good insight into the working of the sector and be able to independently manage grant making, after two to three years.

The Trusts would prefer the right candidate to be Post Graduates in the fields such as Social Work / Social Sciences and have at least two years experience, preferably in the implementation of a developmental project in a NGO, engaged in constructive development.

The shortlisted candidate will be located in Mumbai and report to the Program Leader. The Trusts provide an ideal atmosphere, conducive to maximising output. The gross starting annual remuneration for this position will vary between Rs. 5 - 6 lakhs. Candidates will be selected on the basis of a proficiency test and personal discussions.

For further information on the Civil Society, Human Rights and Governance portfolio, please log on to www.dorabjitatatrust.org.

Applicants should submit their Curriculum Vitae, giving a 300-word summary of the current job profile to:

Assistant Manager, HR and Administration,
Sir Dorabji Tata Trust and the Allied Trusts,
Bombay House,
24, Homi Mody Street,
Mumbai 400 001
E-mail: sdtt@sdtatatrust.com
Website: www.dorabjitatatrust.org

The last date for completed applications is 27 June 2011. Only short-listed applicants will be acknowledged.