

Vacancy

Director, Institute of Social Studies Trust, New Delhi

The Institute of Social Studies Trust is seeking to appoint a full time Director. The position is based at the India Habitat Centre, Lodhi Road, New Delhi and applications are invited from interested persons.

ISST is located at the intersection of research, action and policy, with a central focus on women's work; its value driven, innovative and exploratory methods and participatory approach attempt to bridge the gaps between practitioners and researchers in knowledge production, enabling community and citizen action through knowledge building, as well as generating evidence for gender transformative policy/ programme design.

For more on ISST and its work, please visit the website www.isstindia.org or on Facebook (<https://www.facebook.com/ISSTDELHI>).

The Director will provide executive leadership to the organization, and ensure that its activities are aligned to its vision and mandate. S/he should have the ability to build on ISST's strengths to lead it towards its goal of being recognized nationally and internationally for its research work, policy advocacy and influence on community action. S/he will have overall responsibility and accountability for programmatic, administrative and financial oversight and development of the organisation. S/he is expected to report to the Board of Trustees of the Institute.

Responsibilities

The Director's core responsibilities will be

- To provide programmatic leadership, building synergistically on ISST's existing work. As such s/he will provide the required oversight to all staff and consultants, advisors and others appointed for implementing the organisation's mission and strategic programming. S/he will guide and mentor colleagues where necessary.
- To play the role of a Team Leader; responsible for directing and supervising all aspects of institutional functioning, including research, library and documentation services, seminars and discussion groups, and the community outreach programme in East Delhi.
- To effectively mobilize resources and raise funds to support operational and other plans and for financial sustainability.
- To develop collaborations, expand partnerships and network with civil society, government, donor, academic and, private institutions / organization within the country, regionally and internationally to carry forward ISST's strategic vision and plans.
- To develop and build efficient and effective management systems for supervision of day to day functioning.
- To be overall in charge of personnel management and staff recruitment.

Qualifications/competencies

We seek a person with

- Minimum of 15-20 years of social sector development related work experience which includes experience of working in a leadership position,
- Strong understanding of gender related issues, especially related to women's work and the feminist movement. Familiarity with economic growth debates and the development sector in India and recent trends in economic, political, social and cultural fields is desirable.
- Ph.D.in relevant social area is desirable, but a Master's Degree in a relevant subject is necessary.
- Ability to think strategically. Strong analytical and management skills and demonstrated research skills. References to list of publications may also be shared.
- Understanding of the NGO sector.
- Ability to communicate effectively, verbally and in writing in English and Hindi and /or one more regional language
- Familiarity with basic programmes on computer such as MSWord/ MS Excel, Power Point etc.
- Ability to take initiative and work with limited supervision.
- Represent ISST at meetings with partners/ donors/ funders/ government at state and national level

All interested persons are invited to submit a detailed CV along with a letter of interest indicating their suitability for this position and what attracts them to it, to appointments.isst@gmail.com by 14th September. Shortlisted persons only will be contacted, and called for an interview.

The appointment will be a one-year renewable contract which will be issued, once selected. Ability to join within a couple of months at the latest is required. The salary will be commensurate with experience and organizational norms.