



NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE) MUMBAI

(An autonomous institute under the Ministry of Education, Govt. of India, Vihar Lake Road, Powai, Mumbai – 400087)

Date: 05/06/2022

National Institute of Industrial Engineering (NITIE) was founded in 1963 as a collaborative effort between the Government of India and International Labor Organization. NITIE prepares students for a seamless induction into industry and academia by blending management principles and technical skills. NITIE has been providing the solutions to the complex problems of industries. Currently NITIE has 9 research areas, 5 Post graduate programs and a fellow program. Further details at www.nitie.ac.in

NITIE Diversity, Equity and Inclusion, DEI Cell has been created with the objective to create sensitivity and awareness towards various social groups and enable an inclusive work environment. The cell undertakes various activities covering students, faculty, staff and extend community and stakeholders of NITIE. Over the time, the cell aims to be a thought leader in the space of DEI by undertaking research, teaching, training, industry associations and co-partnerships.

The cell is headed by a Chair (DEI Cell) and three Faculty, who are the members of the cell.

NITIE Invites Application for

Project staff (full-time) under the “Diversity, Equity and Inclusion Cell”.

Project scope: Exploring Diversity, Equity and Inclusion among Indian Organizations: An exploratory study

Age: Below 30 years, preferred

Essential Qualifications & Experience

NITIE is hiring full-time project staff (under DEI cell) to support a wide range of research and industry Liasoning activities. The project staff will be expected to work independently within the scope of their responsibilities. Responsibilities include but are not limited to undertaking day to day DEI activities at the institute, collecting data and preparing white papers, reports and presentations. Also, this will require an understanding of DEI domain, designing surveys, and analysing trends

Passionate candidates with a postgraduation or higher in Social Sciences, social work, Gender Studies, psychology or MBA in Human Resources can apply. Preference will be given to applicants having experience in designing and conducting surveys, coordinating with various organizations, and developing research reports.

Job Profile: The selected candidate will be engaged in:

- Administrative support - Initiating and coordinating DEI activities at the institute, Operational and tactical tasks in DEI initiatives
- Research - Undertaking research in the DEI domain- literature review, conducting survey and analyze data and preparing white papers
- Industry- Liasoning with industry, providing support in Management Development Programs- Identifying & collecting reading material, preparing research reports and case writing

Skills:

- Applicants must be self-motivated
- Should be able to work in a team
- Strong Research and problem-solving aptitude
- Excellent Written and verbal communication skills
- Knowledge of MS Word, Excel and PowerPoint
- Ability to comprehend and undertake Systematic Literature Review
- Working knowledge of SPSS and AMOS is an added advantage
- Applicants must have strong quantitative analysis skills and sound knowledge of research methods.

Remuneration: The maximum salary will be Rs. 40,000/-pm (Consolidated). The amount will be fixed based on the qualifications and recommendation of the selection committee. Meritorious candidates may be “**considered for Fellow (PhD) program**”, as per institute norms.

Interested persons may send soft-copy of their CV by e-mail “**Application for Project staff under DEI**” to PC Office : pcoffice@nitie.ac.in, within two weeks from date of this advertisement.

The employment is purely temporary in nature and will be a period of **six months** which may be extended for another six months at the discretion of the principal investigator of the project. Eligible candidates will be called for interview as per the recommendation of the screening committee. Fulfillment of minimum qualification will not claim for interview call. The institute reserves right to reject any/all applications without assigning any reason. No interim correspondence will be entertained.

Form link: <https://forms.gle/5zarXC7eetFcBymr8>

The last date: 05/07/2022