



Tata Institute of Social Sciences
Office for International Affairs (OIA)
V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956 and
Grant-in Aid Institute under Ministry of Education, GoI)

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Notification – Non-Teaching Position for the Post of Associate Senior Manager (Global Mobilities & Operations) on a contractual basis at the Office for International Affairs, TISS, Mumbai.

Applications are invited for the following positions on a tenurable contract basis at the Office for International Affairs (OIA), Tata Institute of Social Sciences, Mumbai. The Office for International Affairs (OIA) is looking for applicants who are highly motivated, hard-working, multi-tasking, pro-active, creative and competent professionals to handle important roles that facilitate strategic international linkages and collaborations between TISS and different foreign Universities/Institutions.

About TISS

The Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work. In 1944, it was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was declared Deemed to be a University under Section 3 of the University Grants Commission Act (UGC), 1956. TISS has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people-centred, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and human rights for all.

About Office for International Affairs

The Office for International Affairs (OIA) was established in 2006 to facilitate mutually beneficial international academic exchanges and collaborations between TISS and foreign higher educational institutions. Since its inception, the OIA has diligently worked to establish and strengthen international partnerships by developing MoUs and agreements with international partner universities and providing the necessary administrative support for the operationalization of these collaborations. TISS has signed MoUs with over 150 universities across the world and is one of the first Indian universities to have a full-fledged Office for International Affairs offering support and active engagement for student and faculty mobility, joint and dual degrees, international research collaborations, and the internationalization of higher education. The OIA is a self-sustaining office, using its own resources to support the Institute's goals of internationalisation and acts as a centralized office for all international and Indian students, faculty and staff.

Position Title: Associate Senior Manager (Global Mobilities & Operations)

Role Overview:

The Associate Senior Manager (Global Mobilities & Operations) is a key leadership role within the International Office, responsible for managing and enhancing the university's global mobility programs and international operations. This position will oversee the development and implementation of strategic initiatives to promote international student and staff mobility, ensuring the university's compliance with global regulations, and fostering partnerships with international institutions. The role requires a proactive leader with a deep understanding of global higher education trends, exceptional operational management skills, and a passion for international engagement.

Key Responsibilities:

1. Supervise and Plan Global Mobility:

- Develop and implement strategic plans for global mobility programs, including student exchange, study abroad, internships, staff and faculty exchange programs.
- Manage the operations of the International Office, ensuring alignment with the institute's internationalization strategic goals and objectives.
- Foster and maintain strategic partnerships with international universities, government bodies, and other stakeholders.

2. Operational Management of OIA:

- Oversee the daily operations of the International Office, ensuring efficient and effective service delivery.
- Oversee the administration of all global mobility programs, ensuring they are effectively managed and meet the highest standards of quality and compliance.
- Manage the budget for global mobility programs and international operations, ensuring financial sustainability.
- Monitor and evaluate program performance, using data and feedback to drive continuous improvement.
- Implement and monitor policies and procedures related to international mobility and operations.
- Ensure the provision of high-quality support services for incoming and outgoing students and staff.

3. Compliance and Risk Management:

- Ensure compliance with all relevant international and local regulations concerning student and staff mobility.
- Develop and manage risk assessment strategies for international programs and activities.
- Oversee visa and immigration services for international students and staff.
- Stay updated on changes in international education regulations and practices.

4. Program Development and Management:

- Design, develop, and supervise implementation of innovative incoming and outgoing mobility programs that enhance the institute's international profile.
- Monitor and evaluate the effectiveness of international programs and initiatives, making improvements as necessary.
- Coordinate with academic and administrative departments to integrate international mobility opportunities into the university's curriculum and operations.

5. Stakeholder Engagement and Communication:

- Act as the primary point of contact for international mobility inquiries from students, staff, and external partners.
- Promote global mobility opportunities to the university community through various channels.
- Represent the university at international conferences, workshops, and meetings.

6. Team Development:

- Lead, mentor, and develop a team of professionals within the International Office.
- Foster a collaborative and inclusive work environment, promoting professional growth and development.
- Ensure continuous professional development opportunities for team members.

Skills and Competencies:

- Strong leadership and strategic planning skills.
- Excellent operational management abilities.
- In-depth knowledge of international higher education trends and best practices.
- Strong understanding of visa and immigration regulations.
- Exceptional communication, negotiation, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders.
- Proficiency in multiple languages is an asset.
- Flexible working hours may be necessary to accommodate different time zones.

This role is critical in driving the institute's internationalization agenda, ensuring that students, faculty, and staff have access to enriching global opportunities and that the university operates effectively on a global stage.

Qualifications and Experience:

- Master's degree in a relevant field (e.g., International Relations/Education/Business Administration/Social Work/Social Sciences/Humanities/Public Relations).
- Minimum of 5 years of experience in managing international academic and research partnerships.
- Proven track record in developing and sustaining successful Global Mobilities & Operations.
- Strong understanding of higher education systems, research funding mechanisms, and international regulations.
- Excellent negotiation, communication, and interpersonal skills.
- Ability to work effectively in a multicultural and diverse environment.
- Strong organizational and project management skills.

Monthly Remuneration

This is a tenurable appointment for three years, offering a consolidated remuneration of ₹84150 per month. The selected candidate will be entitled to health insurance. Additionally, the appointed candidates will receive an annual increment of 5% on their remuneration each year.

How to apply

1. Applicants should submit the following documents to apply for the above-mentioned position:
2. Covering Letter to Chairperson, Office for International Affairs (with the details of the position applied for)
3. Latest CV
4. SOP – Stating your interest to work with the Office for International Affairs (specifying the position)
5. Copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
6. Testimonials and Work Experience Letters
7. Recommendation Letters (Min. 02)

Application Process and Interview

Eligible and interested candidates may send their documents to oia@tiss.ac.in on or before **August 19, 2024 (extended)** ; **Subject line:** Associate Senior Manager (Global Mobilities & Operations) - Application

The shortlisted candidates will be communicated by e-mail to appear for a personal interview.

Other Conditions:

- The Institute reserves the right not to fill the advertised vacancy and may invite individuals for an interview who have not applied through the standard procedure.
- Merely possessing the prescribed qualifications and requisite experience does not guarantee an interview, as applications received will be shortlisted.
- No queries or correspondence regarding the issuance of Call Letters for interviews or the selection process will be entertained at any stage. Canvassing in any form is strictly prohibited and will result in disqualification.
- Candidates are responsible for assessing their own eligibility for the post according to the prescribed qualifications and experience. They must submit their application, fully completed, along with the required information and documents as per the advertisement. Suppressing factual information, providing fake documents, giving false or misleading information, or canvassing in any form will result in disqualification. If discovered at any point in the future, even after appointment, that the candidate was not eligible, the appointment will be terminated immediately as per this clause.
- In case of any ambiguity in the Recruitment Rules, particularly regarding eligibility, the decision of the Institute will be final.
- The Institute reserves the right to relax the qualifications required based on the candidate's work experience.
- No TA/DA will be paid for attending the interview if it is held at the Institute's premises.
- In case of any inadvertent errors in the advertisement or the recruitment process, detected at any stage, even after the issuance of the Appointment Letter, the Institute reserves the right to modify, withdraw, or cancel any communication made to the candidate(s).
- The post is purely contractual. The contract term is for three years, with potential extensions based on the assessment of the selected candidate's suitability and performance after the initial three-year tenure.

Chairperson**Office for International Affairs**