

Title of advt.: Advertisement for the post of 'Head – Examination & Certification' for TISS School of Vocational Education.

1. Advertisement No. : **TISS/SVE/March /2021/3**
2. Date of advt. (The date of posting of advt.) : **26 March 2021**
3. Interview type (Based on scrutiny/walk in) : **Based on Scrutiny**
4. Last date of submission of applications : **12 April 2021**

Job Title - Head - Examination & Certification

Brief on the Institution

In December 2011, Tata Institute of Social Sciences set up the School of Vocational Education (SVE) to provide immediate and definite interventions to improve the skill levels of millions of youth, through appropriate vocational training programmes. The target beneficiaries include organized and unorganized workforce across the industries and SVE aims to cover every individual who needs to develop employable skills. A vision of creating an ecosystem that would bring back the dignity of labour to all professions and occupations to create sustainable sources of income for the blue collar workforce and youth in the country. For more details visit our website www.tiss.edu

Your Role : To manage the entire functioning of the Examination and Certification Department of SVE.

Your Responsibilities:

- Controller of Examination is responsible for overall activities of the Examination section
- Coordination with Sr. Vertical Managers, Vertical Managers, SKP's and Service Providers.
- Prepare, announce and approve in advance dates for semester and supplementary examinations.
- Arrange for setting, printing and distribution of question papers.
- Arrange to distribute answer booklets and allied services to examination centre's.
- Timely publication of results, printing and distribution of grade cards.
- Arrange for the timely publication of result of examinations and other tests.
- Knowledge of computer and use of ICT in improving examination system.
- ERP and automation of Examination section.
- Review and improvement in examinations system for theory and practical.
- Preparation of annual reports, arrangements for annual convocation.
- Take necessary and appropriate decision in emergency.

- Should be willing to take up task apart from that specified as per the requirement of the school and carry out additional duties and responsibilities as required from time to time.

Your Skills:

- Should have minimum 15 years of experience in Operations preferably in the Education field with a minimum 5 years in the Examination department.
- Excellent written and verbal communication skills
- Excellent MS office skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Positive, Focused and Self-motivated
- Ability to multi-task and handle several client accounts
- Eye for detail and Passion for Results
- Ability to work within deadlines & under pressure
- Crisis handling and problem solving
- Ability to adapt to a new and constantly evolving work environment
- Ability to work along with teams.

Qualification – Minimum 2 years Post Graduate degree preferably PHD.

Reporting to – Programme Head

No of positions – One

Location - This position will be based in Mumbai.

Arrangement – Contract for a period of 2 years and extendable based on individual performance and the school performance.

Industry - Education Management

Employment Type - Contract

Salary Range - As per industry standard

Email your resume/cv to : anamika.dubey@sve.tiss.edu

General Instructions

1. Applicants are advised to submit online applications. Offline applications will not be accepted.
2. The Institute reserves the right in short listing the candidates. Only short listed candidates will be contacted for an interview through an email.
3. The Institute may offer a lower post to a candidate, in case the Selection Committee recommends so.