



Tata Institute of Social Sciences

(Declared as a Deemed to be University under Section 3 of the UGC Act, 1956 a grant-in-aid Institute under Ministry of Education, Government of India)
V.N. Purav Marg, Deonar, Mumbai 400088



Project Description: - Saksham Pramaan- Targeted intervention and programme evaluation is a three-year project as sub-recipient to NACO and is funded by the global Fund. The project has two components; first includes evaluation of Targeted Interventions (TI) and Link Worker Schemes (LWS), build capacities of the evaluators and to coordinate evaluations of all TI and LWS projects under NACP. Second component includes design and conduct concurrent and mid-term evaluation of select programmatic interventions under NACP.

Name of the Post:	: Finance & HR Officer, Saksham Pramaan
Job Location	: Mumbai
Duration	: Till 31 st March 2027.
No. of Position	: One, (Contract Basis for one year, extendable after one year)
Remuneration CTC	: Up to Rs. 46,305/- per month.
Application Link	: https://forms.gle/z1yjuVb2zDahyj7C6
Last date of Application:	: 18 th September 2024

Terms of Reference for the position of Finance & HR Officer, Saksham Pramaan

Reporting to General Manager -Finance and Administration

The Finance & HR Officer is responsible for a wide range of day-to-day activities and tasks, including:

1. **Payments and Financial Transactions:** Managing all daily payments, including processing invoices, expenses, and reimbursements. This involves liaising with internal departments and external parties to ensure timely and accurate payments.
2. **Follow-Up and Communication:** Following up with internal and external authorities on financial matters, ensuring compliance with regulations and procedures.
3. **HR Recruitment and Staff Processes:** Involvement in HR recruitment processes, including coordination of interviews, documentation, and onboarding of new staff. Responsible for the relieving process of departing staff members.
4. **Administrative Tasks:** Handling various administrative duties essential for office operations, such as maintaining records, managing correspondence, and organizing schedules.
5. **Task Execution:** Carrying out tasks assigned by senior management in a timely and efficient manner, contributing to the overall organizational objectives.
6. **Grants Disbursement:** Managing the disbursement of grants to all Partner Institutions (SSRs) in accordance with funding agreements and financial guidelines.
7. **Internal Audit Visits:** Coordinating and facilitating internal audit visits to Partner Institutions every six months, ensuring proper checking and verification of books of accounts for compliance and accuracy.

SKILLS AND ABILITIES

- Well organized with good verbal, written, and interpersonal skills
- Organize tasks, set priorities, meet deadlines, and manage multiple tasks
- Respond appropriately to evaluation and changes in the work setting

DESIRED QUALIFICATIONS

- Degree in finance, accounting, or related field
- A minimum of 5-7 years-experience Accounting, Administration and HR.

NOTE:-

- Only Mumbai based candidates can appear for the Interview.
- Candidates should have at least 5-7 years' experience in finance, HR & admin and an understanding of non-profit accounting; expertise in Excel and Tally ERP
- **Kindly apply through Google form, the link :- <https://forms.gle/z1yjuVb2zDahy7C6>**
Only shortlisted candidates will be called for the Interview.

**The selection committee holds full discretion to scrutinize applications and shortlist candidates.
The selection process will be based solely on the decision of the selection committee.**



Prof. Shankar Das
Project Director
Saksham Pramaan