



**TATA INSTITUTE OF SOCIAL SCIENCES  
SCHOOL OF VOCATIONAL EDUCATION  
V.N. PURAV MARG, DEONAR - MUMBAI 400 088  
(A Deemed University under section 3 of the UGC  
Act, 1956)**

**Recruitment Advertisement**

**TISS – SVE is inviting applications for below mentioned positions**

**1) Programme Officer/Assistant Manager - Operations**

No. of Vacancies : 2  
Fixed term contract : Two years (on extension basis)  
Qualification : Graduation in any field  
Experience : 3 to 8 years in Client Account Management /Operations Profile  
Job location : Deonar, Mumbai

**Job Responsibility:** The Programme Officer/Assistant Manager will be responsible for handling TISS-SVE HUBs for the respective vertical assigned to him/her. Manage the project deadlines, accounts, or issues that might be related to the HUB/Vertical. He/she must be able to manage them effectively and prioritize the various tasks.

**Skills Required:**

1. Be able to communicate efficiently – verbally, in print and on the phone
2. Be detail oriented
3. Be able to Multi-task and handle several client accounts
4. Be able to manage time and projects effectively
5. Be able to work along with teams
6. Have knowledge and experience in using Microsoft Office Software
7. Have efficient networking skills
8. Have initiative, motivation and focus

**Annual CTC Offered : 3 to 5 Lakhs Per Annum**



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**2) Programme officer / Sr. Executive/ Executive - Examination and Certification**

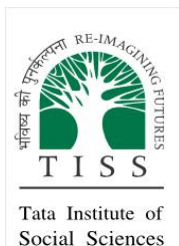
No. of Vacancies : 2  
Fixed term contract : Two years (Extendable)  
Qualification : Graduation in any field  
Experience : 3 to 5 years in Academic Section of University/college  
Job location : Deonar, Mumbai

**Job Responsibility:** Will assist the Sr.Manager/Manager in handling all activities related to the Examination and Certification of all courses conducted by TISS – SVE. Should coordinate conducting examinations as per the academic schedule of the course and help in preparing the results and certificates.

**Skills Required:**

1. Good English communication and be able to communicate efficiently – verbally, in print and on the phone
2. Be detail oriented
3. Be able to Multi-task
4. Be able to manage time and schedules effectively
5. Be able to work along with teams
6. Have knowledge and experience in using Microsoft Office Software
7. Have efficient networking skills
8. Have initiative, motivation and focus

**Annual CTC Offered :** 2.5 – 3.5 Lakhs Per Annum



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**3) Senior Manager - Examination and Certification**

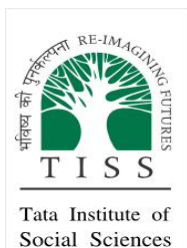
No. of Vacancies : 1  
Fixed term contract : Two years (Extendable)  
Qualification : Graduation/Post Graduation in any field  
Experience : 10 - 15 years in Academic Section of University / College  
Job location : Deonar, Mumbai

**Job Responsibility:** Sr. Manager is responsible for overall activities of Examinations department. To coordinate with Vertical Managers, SKP, and Hubs. 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 centres. Timely publication of results, printing and distribution of grade cards. Arrange for the timely publication of result of examinations and other tests. Responsible for 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 jointly with the Management.

**Skills Required:**

1. Be able to communicate efficiently – verbally, in print and on the phone
2. Be detail oriented
3. Be able to Multi-task
4. Be able to manage time and schedules effectively
5. Be able to work along with teams
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**Annual CTC Offered :** 4.5 – 6 Lakhs Per Annum



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### **3) Sr. Executive - Vocational Aptitude System**

**Location : Deonar, Mumbai**

No. of Vacancies : 1  
Fixed term contract : Two years (Extendable)  
Qualification : MA/MS in Psychology  
Experience : Minimum 2 years of experience in test development, psychometric testing, counselling and conducting life skill sessions.  
Job location : Deonar

#### **Job Responsibility:**

1. To develop an online test “Vocational Aptitude System” for SVE Students and
2. conduct the test on relevant population for pilot study and live administration.
3. Administer Vocational Aptitude System on all students to guide them to select a particular vocational course based on aptitude test results.
4. Developing and conducting ‘Self Enhancement’ workshop modules based on life
5. skills and student relevant issues(e.g. Time Management, Personality Development)
6. Contributing in and being on panel for the empanelment process of Freelance counsellors pan India.
7. Monitoring, evaluating , maintaining records, processing remunerations for the workshops conducted by freelance counsellors pan India.
8. Carry out other duties and responsibilities as required from time to time.
9. Managing the team at the counseling centre.Training & motivation of counseling and call center team.
10. Planning & Conduct of career seminars Liaison with all stake holders
11. Good in communications

#### **Skills Required:**

1. Be able to communicate efficiently – verbally, in print and on the phone
2. Be detail oriented
3. Have initiative, motivation and focus

**Annual CTC offered : 2.5 – 3.5 lacs Per Annum**

Interested candidates please share your updated resumes on  
**renuka.tayade@sve.tiss.edu**

Please mention the post applied for in the subject line

**Last date for receiving applications is 15-09-2019.**