



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)**

10th June 2016

Recruitment Advertisement

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 lives of the disadvantaged and marginalized youth, especially who are excluded by the formal school Education system through appropriate vocational training programs. The target beneficiaries would include organized and unorganized labour, women, children, dalits and tribals.

The School has been incorporated to spearhead the Vocational Training envisaged in the initiative proposed by the Ministry of HRD, Government of India whereby TISS has been selected as nodal point to implement the said initiative.



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Invites Application For:

A) Senior Vertical Manager - Operations, Mumbai

Fixed term contract	: Two years (Can be Extended)
Qualification	: Graduation in any field (Post Graduate candidate will be preferred)
Experience	: Minimum 10 years of experience in Client Relationships/Key Account Management
Job location	: Deonar, Mumbai

Job Responsibility:

1. To build and manage cordial relations with the existing HUB Partners and Vertical Anchors.
2. To manage smooth operation of the assigned industry vertical
3. To act as a mediator between the institute and the HUB Partners and Vertical Anchors by ensuring flow of communication, implementation of policies and procedures etc. as directed by Tata Institute of Social Science - School of Vocational Education.
4. To resolve queries or conflicts amicably
5. To travel to different parts of India as and when required
6. Carry out other duties as required from time to time

Skills Required:

1. Excellent Client Relationships / Key Account Management
2. Ability to multi-task and handle several client accounts
3. Experience in handling a large team.
4. Ability to adapt to a new and constantly evolving work environment



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B) Vertical Manager - Operations, Mumbai

Fixed term contract	: Two years (Can be Extended)
Qualification	: Graduation in any field
Experience	: Minimum 5 years of experience in Client Relationships/Key Account Management
Job location	: Deonar, Mumbai

Job Responsibility:

1. To build and manage cordial relations with the existing HUB Partners
2. To manage smooth operation of the assigned industry vertical
3. To act as a mediator between the institute and the HUB Partners / Vertical Anchors and Skill Knowledge Partners to ensure smooth flow of communication, implementation of policies and procedures etc.
4. To resolve queries or conflicts amicably
5. To travel to different parts of India as and when required
6. Carry out other duties and responsibilities as required from time to time

Skills Required:

1. Excellent Client Relationships / Key Account Management
2. Ability to multi-task and handle several client accounts
3. Ability to adapt to a new and constantly evolving work environment



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C) Programme Officer – Operations, Mumbai

Fixed term contract : Two year (Can be Extended)

Qualification : Graduation in any field (Post Graduate candidate will be preferred)

Experience : Minimum 1-2 years of experience in Client Relationships/Key Account Management

Job location : Deonar, Mumbai

Job Profile:

1. To build and manage cordial relations with the existing client accounts
2. To manage smooth operation of the assigned industry vertical
3. To act as a mediator between the institute and the client account by ensuring flow of communication, implementation of policies and procedures etc.
4. To resolve queries or conflicts amicably.
5. To travel to different parts of India as and when required.
6. Carry out other duties and required as required from time to time

Skills Required:

1. Positive, Focused and Self-motivated
2. Ability to multi-task and handle several client accounts
3. Eye for detail and Passion for Results
4. Ability to work within deadlines & under pressure
5. Crisis handling & problem solving
6. Ability to adapt to a new and constantly evolving work environment
7. Ability to work along with teams



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D) Coordinator - Examination & Certification, Mumbai

Fixed term contract	: Two years (Can be Extended)
Qualification	: Graduate from any field (B.Ed. or from related field is preferred)
Experience	: 5+ years of experience in an Academic Section of a School, University or College.
Job location	: Deonar, Mumbai

Job Responsibility:

1. To keep oneself up-to-date with all examination requirements and ensure that staff and students of Tata Institute of Social Science - School of Vocational Education are aware of the relevant regulations and communicating the same as required.
2. To prepare and organise for all exams as per the regulations of Tata Institute of Social Science - School of Vocational Education.
3. To coordinate and organise with the external invigilators for the smooth conduct of exams.
4. To coordinate the collection of answer books from the various examination centres (HUB Locations) and have them assessed by the board of Tata Institute of Social Science - School of Vocational Education examiners.
5. To coordinate on the collection of marklists and process the results on the Tata Institute of Social Science - School of Vocational Education internal ERP or manually.
6. To manage the preparation and distribution of degrees & diplomas certificates.
7. To manage requests for re-evaluation, duplicate marksheets, certificates etc. and attend to them within the set turn around time.
8. Assisting with managing incoming and outgoing correspondence of the department.
9. To handle the drafting of letters, reports, minutes and notices related to examination and certification.
10. Handling of confidential/sensitive material with discretion and integrity.
11. Maintaining MIS, Record Management and Documentation of this department.
12. To carry out other related duties as required from time to time.
13. Open to travel anywhere in India.



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Skills Required:

1. Eye for detail
2. To maintain confidentiality and observe data protection and associated guidelines where appropriate
3. Ability to manage time & schedules effectively and work within deadlines
4. Ability to adapt to a new and constantly evolving work environment
5. Ability to work along with teams
6. Good Communication
7. Good data management and computer skills



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E) Content Coordinator – Content Development, Mumbai

Fixed term contract	: Two year (Can be Extended)
Qualification	: Graduate from any field.
Experience	: 10+ years of total work experience with 1-3 yrs of work experience in Instructional design and content development
Job location	: Deonar, Mumbai

Job Profile:

1. To create instructional design for blended learning mode of courses
2. To collaborate with content managers, writers, subject matter experts and content creators of all types and/or third party vendors to deliver against content strategies
3. To coordinate on the design and development of curriculum content, training materials, training modules, teaching aids etc
4. Manage curriculum development programs through the vendors and training partners
5. To communicate with development and support resources, including training partners and development vendors, to ensure successful implementation of the course curriculum
6. To update existing courses. This includes:
7. Manage and conduct quality assurance reviews of all courses/ programs with vertical managers/ training partners
8. Manage relationships with vendors to ensure changes in the learning resources are appropriately reflected in course updates (online as well as books).
9. Work collaboratively across functional areas to manage and coordinate new course launches.
10. To travel to different parts of India as and when required
11. Carry out other duties and required as required from time to time.



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Skills Required:

1. Efficient computer application skills (MS office, Outlook, etc.)
2. Software In-Design
3. Strong communication in English, interpersonal skills



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F) Executive – Accounts & Finance, Mumbai

Fixed term contract	: Two year (Can be Extended)
Qualification	: Commerce Graduate.
Experience	: Minimum 1-3 years of experience in accounts & finance
Job location	: Deonar, Mumbai

Job Profile:

1. Accounts & Taxation:

- To handle book-keeping of bank transactions and all other transactions as well as preparation of financial statements
- Monitoring and reporting of cash positions and bank transactions
- To assist Manager – Accounts & finance in preparation of Bank Reconciliation statements and follow up of open entries.
- Preparation of Cash flow statements at regular intervals
- To update all records as per the internal accounting system viz. Tally etc.
- To manage payments to vendors, internal staff reimbursements, travel advances etc. as per the internal policies and procedures
- To supervise the filing and archiving of documents
- To supervise the compilation of staff leave & attendance record for payroll purpose. To ensure smooth coordination with the payroll team for salary disbursement of the staff

Skills Required:

1. Efficiency in implementation of various accounting systems and processes
2. Ability to perform and work with minimal supervision
3. Ability to work within deadlines & under pressure



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G) Executive – IT Support

Fixed term contract : Two years (Can be Extended)
Qualification : Diploma hardware networking / IT Graduate (hardware networking) / Certification in Hardware or Software (Preferable)
Experience : 1-2 years in related field
Job location : Deonar, Mumbai

Job Responsibility:

1. Performs moves, adds, changes, and maintenance activities for desktop/laptop computers, telephones, and printers. Installs new equipment for users and replacement of non-functioning equipment.
2. Educates end users regarding computer and software operations, including basic how to's and best practices.
3. Troubleshoot on Ubuntu, Windows and Linux Operating systems.
4. Performs basic network troubleshooting for routine issues. Makes recommendations on computer related needs.
5. Provides assistance in moving and re-installing equipment when required.
6. Develop and maintain an inventory of all monitors, keyboards, hard drives, modems, printers, scanners, and other peripheral equipment.
7. Assists with the development, implementation, and maintenance of network file server backups and disaster recovery.
8. Ensures complete and reliable security for sensitive data.
9. Performs work in a timely manner and is responsive to users' needs.
10. Regular, consistent and punctual attendance. Must be able to work nights and weekends, variable schedule(s) and overtime as necessary.
11. Other duties and responsibilities as assigned.

Skills Required:

1. Ability to work within deadlines & under pressure
2. Crisis handling & problem solving
3. Ability to adapt to a new and constantly evolving work environment
4. Ability to work along with teams



**TATA INSTITUTE OF SOCIAL SCIENCES
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Interested Candidates please send your resumes on

hr.recruitment@sve.tiss.edu

OR

Contact us at

02225525602/05/08