



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

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**TISS Invites applications for position of
Executive Assistant for State Project Directorate
Rashtriya Uchcharat Shiksha Abhiyan, Maharashtra.**

Rashtriya Uchcharat Shiksha Abhiyan (RUSA) is a centrally sponsored scheme by the Ministry of Human Resource Development, Government of India to support the State Higher Education system. It provides a fresh approach to address concerns of access, equity and excellence through a reform based approach. The details of the scheme are available at <http://www.mhrd.gov.in/rusa>

A Technical Support Group RUSA to assist the State Project Directorate (SPD) is to be created to provide technical, strategic, and other support to the implementing bodies and assist in capacity building of all stakeholders for the successful implementation of the scheme.

TISS is seeking dedicated, hardworking and bright people to work as Executive Assistant with SPD, RUSA Maharashtra.

Type of Contract

The successful candidates will be awarded a fixed-term one year contract which will include a 6-month probation period. Roles and responsibilities and performance appraisal framework will be developed and agreed at the beginning of the contract period.

Position : Executive Assistant

No. of Positions: One

Job Description:

- Preparing statements, reports, memos, invoices letters, and other documents.
- Answering phones and routing calls to the correct person or taking messages.
- Handling basic bookkeeping tasks.

- Filing and retrieving office records, documents, and reports.
- Helping prepare for meetings.
- Take dictation and accurately recording minutes from meetings.
- Greeting visitors and assisting them.
- Using various software, including word processing, spread sheets, databases, and presentation software.
- Reading and analysing incoming memos, submissions, and distributing them as needed.
- Performing office duties that include ordering supplies and managing a records database.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.
- Provide general administrative support.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Manage executives' calendars and set up meetings
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Act as the point of contact among executives, employees, Mantralaya and other institutions
- Manage information flow in a timely and accurate manner
- Rack daily expenses and prepare weekly, monthly or quarterly reports
- Act as an office manager by keeping up with office supply inventory
- Handle and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Uphold a strict level of confidentiality and handle confidential documents ensuring they remain secure
- Monitor office supplies and negotiate terms with suppliers to ensure the most cost-effective orders
- Conduct research and prepare presentations or reports as assigned
- Suggest more efficient ways to run the office and troubleshoot malfunctions
- Arrange corporate events to take place outside of the work place, such as seminars, workshops, and staff appreciation events etc.
- The Executive Assistant will be working with SPD on various aspects of the scheme at the State level as well as the engagement at State / Central Govt. level
- Coordinate with different Ministries and State Government on administrative and logistical issues
- Any other activity / task as directed by the SPD.

Essential Qualifications:

- M.Sc. / M.Com / B.Sc. / B.Com. from a recognized University / Institute.

Work Experience:

- 5 years post qualification experience in handling administrative and logistical support.

Skills:

- Proven experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of entire MS Office suite (MS-Word, Excel, PowerPoint).
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Excellent verbal and written communication skills in English
- Professional level verbal and written communications skills in Marathi.
- Attention to detail.
- Desire to be proactive and create a positive experience for others.
- Outstanding organizational and time management skills
- Knowledge of office management systems and procedures
- Up-to-date with latest office gadgets and applications, including printers and fax machines
- Ability to multitask and prioritize daily workload
- In depth knowledge of office management and basic accounting procedures as well as technical vocabulary of relevant industry
- High Integrity
- Experience exercising discretion and confidentiality with sensitive office information
- Pleasant Personality
- Problem solving and ability to negotiate with multiple stakeholders

Compensation (Consolidated): Rs. 30,000 to Rs. 40,000/- per month depending on the merit of the candidate as decided by the Selection Committee.

Age Limit : 30-35 years

Note :

- The State Project Directorate is located at Mumbai, Maharashtra.
- Candidates should submit a covering letter mentioning the name of the post applied for and how the candidates are best suited for the job along with detailed CV.
- Candidates should provide two references with their contact details.

Interested candidates are invited to mail expression of interest with CV to applytorusa@gmail.com

Last date for submission of expression of interest with CV: 16th August, 2019

Shortlisted candidates shall be contacted for interview.

No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration of the post.
