



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. PURAV MARG, DEONAR – MUMBAI 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

SCHOOL OF VOCATIONAL EDUCATION

**TISS-SCHOOL OF VOCATONAL EDUCATIONS IS HIRING FOR
Below mentioned positions**

Position I

JOB DESCRIPTION	
Department	Operations
Designation	Head- Operations
Location	Deonar, Mumbai
Purpose of the Role	To manage the entire operations function of TISS-School Of Vocational Education in coordination with various SVE partners. To work closely with the management to make sure that the scope and direction of each project is on schedule.
Accountability & Reporting Relations	
Reporting & Accountability	Dean, TISS-SVE
Positions reporting into this position	Operations and Legal Team
Role & Responsibilities	1. Will be responsible for the operations management of the project. 2. Liaise with Dean, TISS-SVE to make decisions for operational activities and set strategic goals 3. To ensure smooth operations and coordination with various partners on a day to day basis 4. Supervise staff and provide constructive feedback 5. Evaluate regularly the efficiency of business procedures according to organizational objectives and apply improvements 6. Revise and/or formulate policies and promote their implementation 7. Manage relationships/agreements with external partners/vendor 8. Evaluate overall performance by gathering, analyzing and interpreting data and metrics 9. Ensure that the project runs with legality and conformity to established regulations 10. To resolve queries or conflicts amicably, if any and coordinate with internal resources and third



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	parties/vendors for the flawless execution of projects 11. Perform risk management to minimize project risks. Ensure resource availability and allocation. 12. Develop a detailed project plan to track the progress. Use appropriate verification techniques to manage changes in project scope, schedule and costs. 13. Measure project performance using appropriate systems, tools and techniques. 14. Create and maintain comprehensive project documentation 15. Report and escalate to management as needed 16. Open to travel to different parts of India as and when required. 17. Should be willing to take up task apart from that specified as per the requirement of the project and carry out additional duties and responsibilities as required from time to time
Qualifications	Essential: post Graduate in any stream
Prior Experience	Minimum 20 years of experience in Operations Management & Client Relationships
Competencies	➤ Should have a strong background in Operations Management, business skills, and analysis. ➤ Excellent client-facing and internal communication skills ➤ Excellent written and verbal communication 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 & problem solving ➤ Ability to adapt to a new and constantly evolving work environment ➤ Ability to work along with teams
Technical skills	Efficient computer application skills (MS office, Outlook, etc.)
Other Information	
Annual CTC	(as per standards & internal parity)
Any other specification	Fixed term contract for two years (extendable)



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Position II

JOB DESCRIPTION	
Department	Content Development
Designation	Manager
Location	Deonar, Mumbai
Purpose of the Role	To Manage the coordination of content Development department of TISS-SVE and to ensure all content development is carried out as per the set guidelines of the project.
Reporting & Accountability	Dean, TISS-SVE
Positions reporting into this position	Executive – Content Development, In-house DTP operator
Role & Responsibilities	1. To ensure all the content for various programs/courses are as per the project expectation and wherever necessary to coordinate with the respective partners to get the same verified. 2. To ensure the content is proof read, formatted and printed as per project norms and guidelines. 3. To ensure all training material is dispatched to partners in time for the academic session. 4. Ensure proper MIS is maintained for all the content. 5. To ensure all content as per prescribed norms is collected for submission for internal approvals. 6. To co-ordinate with printers and other vendors for timely delivery of material. 7. To delegate and supervise the work of team members and other related free lance positions with regard to the task assigned 8. To coordinate and conduct (if required) content related training programs 9. Work collaboratively across functional areas to manage and coordinate new course launches. 10. Carry out other duties and required as required from time to time
Qualifications	Essential: Post Graduate
Prior Experience	4 -6 years of total work experience in coordination



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	activities
Competencies	> Proficient in English > Positive and Self-motivated > Ability to multi-task and handle multiple stake holders > Eye for detail and Passion for Results > Ability to work within deadlines & under pressure > Crisis handling & problem solving > Ability to adapt to a new and constantly evolving work environment > Ability to extract accountability from vendors > Ability to work along with teams
Technical skills	> Efficient computer application skills (MS office, Outlook, etc.) > Strong communication in English, interpersonal skills
Other Information	
Annual CTC	(as per standards & internal parity)
Any other specification	Fixed term contract for two years(extendable) Candidates from Mumbai ONLY will be eligible to apply

Qualifications	Essential: Post Graduate
Prior Experience	4 -6 years of total work experience in coordination activities
Competencies	> Proficient in English > Positive and Self-motivated > Ability to multi-task and handle multiple stake holders > Eye for detail and Passion for Results > Ability to work within deadlines & under pressure > Crisis handling & problem solving > Ability to adapt to a new and constantly evolving work environment > Ability to extract accountability from vendors > Ability to work along with teams
Technical skills	> Efficient computer application skills (MS office, Outlook, etc.) > Strong communication in English, interpersonal skills
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*Interested candidates may please write to us and send your resumes on
renuka.tayade@sve.tiss.edu*

*OR Contact us on **02225525605** (Ms. Renuka Tayade, Project Officer)*

**** Please specify the position and the location application is made for
in the email subject line***

Last date for application is 28th February 2017