



TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

M-Power/Advt./001/2024-205

20 June 2024

Transforming M Ward Project is looking for self-motivated candidates for the post of **'Administrative Assistant'** under the project titled **'M-Power Library and Study Centre (Transforming M Ward), TISS, Mumbai.**

Applications are invited for the post of **'Administrative Assistant'** under the project titled **'M-Power Library and Study Centre (Transforming M Ward), TISS, Mumbai.**

Number of position: 1

Location: Mumbai

Period of Engagement: 9 months (July'2024 – March'2025 – extendable)

Qualification and Experience:

- Good academic record with at least 55 % of the marks at graduation level or an equivalent grade (B.Com. candidate preferred)
- At least 3 years of experience working in Accountancy.
- Proficiency in MS Word/Tally/ERP.

Remuneration: Rs. 25,000 to Rs. 30,000/- per month (depending on experience).

Project Leader: Prof. Amita Bhide

Type of Contract: Temporary / Project staff

I. About the Project

Transforming M Ward project was conceptualized and executed by key faculty members of Tata Institute of Social Science (TISS). It was initiated as a response to Human Development Report 2009 which flagged few crucial findings on M ward. According to report, M ward is most vulnerable ward of Mumbai city. Team of TISS faculty decided, there is a need to do interventions as well as initiate transformative approach with multiple stakeholder partnership. Purpose of this project is to promote as well as provide educational support to students belonging from vulnerable communities.

In current situation, about 160-180 students visit **M-Power Library and Study Centre** daily. Most of them are preparing for Public Service Exams like UPSC and MPSC. Few are preparing for exams like Railway Recruitments Board Exams, Bank PO Exams, etc. Some are pursuing diploma, graduation (in science, commerce and arts stream) and post-graduation courses. In addition to M-Power Library, this field action project also undertakes activities and interventions in partnership with CBOs, Community leaders and NGO partners.

II. Roles and Responsibilities:

- Manage administrative activities.
- Coordinating and liasoning between the project and other departments at TISS.
- Maintaining accounts, documentation, logistic support to the project team and any other account related issues assigned by the Programmatic Team.
- Assisting in recruitment/extension orders and onboarding.
- Preparing and managing the office notes and minutes of the meetings.
- Coordination with vendors and partner agencies.
- Update all databases and spreadsheets related to accounting and admin.
- Working alongside the TISS accounts section for the smooth functioning of the project.
- Maintaining Statement of Expenditure of the project budgets.
- Facilitate ongoing accounts operations such as attendance processing, reimbursement processing, vendor payments processing, advance payments and settlements and so on.
- Preparing regular reports (e.g. expenses and office budgets) and organizing project records.
- Facilitate documentation of utilization of allocated funds.
- Reviewing library membership statements twice a month.
- Any other tasks assigned by the project co-ordinator(s).

III. To apply:

Interested candidates may send their resume along with their letter of interest.

Kindly apply with the subject line – ‘Application for the position of Administrative Assistant – M-Power Library’ and send it to mpower@tiss.ac.in

Last date of receiving application: **25th June, 2024.**

Shortlisted candidates will be called for an interview through **phone or email.**

The selected candidate will be expected to **join immediately.**

Other Conditions:

1. The Project reserves the right to relax the qualification of the candidate based on the work experience.
2. The Project reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
3. No queries or correspondence regarding selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
4. The selected candidates are expected to join immediately. Upon special request, a maximum of days from the date of selection may be granted for deserving candidates.

Prof. Amita Bhide

Project Head, M-Power Library and Study Centre (Transforming M Ward Project)