



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

Tata Institute of Social Sciences (TISS) has embarked on an innovative skill development programme for University students. TISS has collaborated with 11 Universities in 9 States to help aspiring students gain skills that make them employable; skills that could help secure their future, and give them an equal chance at a sustainable job or livelihood. For more details, please visit <http://nusssd.tiss.edu/>

Applications are invited for the post of **Trainer** in NUSSD project.

Trainers: Teachers, Industry Consultants, Industry Personnel, Working Professionals, Bureaucrats, Retired Professionals, Home Makers (with prior work experience), Development Professionals, and Self-Employed Entrepreneurs

Join us as a Trainer and give your time every week! If you are seeking to

- Grow your own teaching and training skills
- Develop your inner capacity to serve
- Work with India's future leaders
- Dedicate your time to building our nation
- Get engaged in a meaningful project for your community and society

Duty Station: Mumbai

Duration: 11 months

Type of Contract: Temporary / Project staff

Pay band: Remuneration of Rs. 25,000/- per month (Consolidated salary)

Experience: 2 - 3 years of work or teaching experience, in any of the below-mentioned subjects:

- Digital literacy
- English Communication
- Financial Literacy
- Legal Literacy
- Leadership and People Skills
- Working with Communities

Job Responsibility:

1. Participate in the Training of Trainers (TOT) Programme conducted by TISS
2. Become Master Trainers in the assigned subjects
3. Schedule classes and ensure smooth delivery of the courses at the colleges

4. Conduct training of students for the pre decided batches
5. Complete the full course and assessment at the assigned Colleges
6. Travelling to other locations if required
7. Supporting Central Office when required

NUSSD: Expected profile of Trainers to run NUSSD Foundation Courses in colleges.

Sr. No	Courses	Expected minimum requirements
1	English Communication (60 hours)	➤ MA in English Language / Literature ➤ 3 years of teaching experience
2	Digital Literacy (75 hours: 45 hours theory & 30 hours practical)	➤ Graduate degree (IT background is preferable) ➤ Computer savvy ➤ Internet savvy ➤ Good soft skills ➤ Knowledge of type in local language ➤ Familiarity with gadgets and design software
3	Youth Leadership and People Skills (45 hours)	➤ Experience in facilitation and training in the sector of human development ➤ Experience of working with young people and ➤ Preferably degree in the disciplines of social work, psychology or human development ➤ Be deeply concern with human well being, committed
4	Financial Literacy (75 hours: 45 hours theory and 30 hours practical)	➤ B.S. Degree in Accounting, Finance, Business Administration, or related discipline ➤ Two to five years' experience in

		different functions of Banking: -Three plus years prior teaching experience - Relevant domain experience in Banking or Financial Services - Good oral and written communication skills - Good presentation skills - Intermediate level of computer skills, including hardware (projector, laptop) and software (Microsoft Power Point) Ability to write on blackboards, whiteboards, flip charts or overhead projectors
5	Legal Literacy (30 hours)	➤ Bachelors in law with minimum 3 years of experience in the field of teaching practice ➤ Preferably People working in development sector
6	Working with Community (60 hours: 30 hours theory & 30 hours practical)	➤ Bachelors in Social Sciences or equivalent degree ➤ 5 years of working experience in community ➤ Experience of training and dealing Young People OR ➤ Masters in Social Work ➤ 2yrs of working experience in the community ➤ Experience in facilitation and training in the sector of human development

Note: We are interested in hearing from you with your contact details, resume, and a statement (within 200 words) on why you are interested in volunteering with us.

Kindly apply with the subject line - 'Application for the position of Trainer - NUSSD' and email it to nussd@tiss.edu

Shortlisted candidates will be called for an interview and will be communicated through phone and email.

Last date of receiving application: 30th September 2016 , latest by 5:00 PM.