



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

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

Vacancy for Programme Manager - Digital Learning Studio in National University Students' Skill Development Programme (NUSSD), TISS

Tata Institute of Social Sciences (TISS) has embarked on an innovative skill development programme for university students called the National University Students' Skill Development (NUSSD) Programme. The NUSSD Programme aims 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 **Programme Manager - Digital Learning Studio** of NUSSD. He/ She is expected to look at NUSSD studio management and operations.

Number of position: 1

Locations: Mumbai

Duties & responsibilities:

- He
lp in building & integrating a new digital learning platform by
liaisoning with the subject matter experts and platform experts.
- Co
ordinating the specification, production and delivery of digital learning
resources and services, so they are delivered on time, on budget and
to a high quality ensuring appropriate style, tone and creative
approach
- To
work collaboratively with teaching and support staff, design and

develop online learning resources such as video material, screencasts and interactive web-based resources.

- To work as part of a team, take a creative approach to problem-solving and offer a range of solutions to questions around design and delivery of technology enhanced learning.

Professional Requirements:

- Experience of working at a senior level in a high profile organisation
- Experience of managing both internal and external stakeholders;
- Experience of managing and developing a team
- Knowledge of a wide range of communication techniques
- Evidence of strong decision making and problem solving skills
- Excellent people skills
- Excellent oral and written communication skills including ability to communicate concepts and developments to a range of audiences

Experience: At least 10 years of work experience.

Salary Range : Rs.40000/- Rs.45,000/- (Depending on Qualification & Experience)

Type of Contract: Temporary / Project staff

Interested candidates may send their Resumes/CVs along with their letter of interest explaining in not more than 350 words each on the following questions:

1. What drives your interest in working for this project? W
2. What innovation / best practices would you bring to the accounts function in NUSSD W

Kindly apply with the subject line - 'Application for the position of Programme Manager - Digital Learning Studio, NUSSD' and email it to cv-nusssd@tiss.edu

Last date of receiving application: Nov 17th, 2020, till 5:00 PM

only shortlisted candidates will be called for an interview through phone or email.

The selected candidates have to join immediately.

Project Leader