



Tata Institute of Social Sciences (TISS), Mumbai

(declared as an Institution Deemed to be University under Section 3 of the UGC Act 1956), a grant-in-aid Institute under Ministry of Education, Government of India

Name of the Post: Admin Assistant – Saksham

Location	:	Head Office, Mumbai
Duration	:	September, 2024 onwards to 31 st March 2027
Remuneration CTC	:	Rs. 18734/- per month
Last Date of Application	:	18 th September, 2024
Number of Post	:	1 Post

Saksham (which means “capable”) is a project of the Tata Institute of Social Sciences since 2008 to support the Ministry of Health and Family Welfare in its fight against HIV and TB. Saksham has shaped the Psychosocial support program for HIV and Tuberculosis (TB) in the country. Currently Saksham has three major grants in the area of HIV & TB counselling, capacity building and community engagement.

In 2015, Saksham, TISS in collaboration with the National TB Elimination Programme (NTEP), introduced psycho-social counselling for TB in Maharashtra, Gujarat, Karnataka, Rajasthan and has demonstrated the need for moving beyond the “bio-medical”, “disease control” approach and addressing social determinants of TB. The project is named “Saksham Pravaah” and 214 Professional Counsellors (Masters in Social Work/Sociology/Psychology) are integrated within the National TB Elimination Programme (NTEP) and are placed in each of the District TB Centres in the four implementation states.

In the previous phase of intervention (April 2021-March2024), Saksham Pravaah will undertake capacity building of NTEP by creating a pool of National Master Trainers. The development of the Pool of Master Trainers will be anchored by 5 Regional Hubs across India. Saksham will also pilot a model of Peer Counselling in Mumbai during this phase.

In the current phase of intervention, Saksham Pravaah will expand the capacity building initiative to all cadres under the National Tuberculosis Elimination Programme and develop a state-of-the-art demonstration model for holistic Patient Care and Support.

Terms of Reference: Admin Assistant – Saksham

Position Overview: The Administrative Assistant plays a crucial role in providing administrative support to ensure the smooth and efficient functioning of the organization. This position requires a detail-oriented and organized individual with excellent communication and multitasking skills.

Reporting Structure: The Administrative Assistant reports directly to Assistant Manager HR & Admin

Key Responsibilities:

- Office Management:**
 - Maintain a tidy and organized office environment.
 - Manage office supplies, equipment, and inventory.
 - Assist in the planning and coordination of office events and meetings.
- Communication and Correspondence:**
 - Handle incoming calls, and inquiries, directing them to the appropriate individuals.
- Scheduling and Coordination:**

- Manage calendars and schedule appointments for staff.
- 4. **Record Keeping:**
 - Maintain accurate and up-to-date records, including filing and data entry.
- 5. **Support to Management:**
 - Provide administrative support to senior management, including scheduling meetings, preparing materials, and handling special projects.
- 6. **Visitor Assistance:**
 - Greet and assist visitors, ensuring a positive and professional experience.
 - Manage visitor logs and security procedures.

Application Procedure

Please apply on the following link:

https://docs.google.com/forms/d/e/1FAIpQLSfsADAwcywpR59wmRiDjuf-pu2cGPGIkHME6dG104nMs8aXA/viewform?usp=sf_link

***** The selection committee holds full discretion to scrutinize applications and shortlist candidates. The selection process will be based solely on the decision of the selection committee*****



Prof. Shankar Das

Project Director, Saksham, TISS