



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: Assistant Manager – HR & Admin – Saksham

Location	:	Head Office, Mumbai
Duration	:	September, 2024 onwards to 31 st March 2027
Remuneration CTC	:	Rs. 46305/- 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-March 2024), 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: Assistant Manager – HR & Admin – Saksham

Position Overview: The Assistant Manager, Human Resources and Administration will play a pivotal role in supporting the efficient functioning of the Human Resources and Administration department. This position requires a dynamic individual with a strong background in HR and administrative functions, capable of contributing to the development and implementation of HR policies, procedures, and administrative processes.

Reporting Structure: The Assistant Manager, Human Resource and Administration will report to the General Manager Finance and Administration.

Key Responsibilities:

1. Human Resource Management:

- Assist in the recruitment and selection process, including job posting, shortlisting, interviewing, and onboarding of Saksham Pravaah team.

- Coordinate training and development programs for employees to enhance skills and capabilities.
 - Manage employee relations, addressing concerns, conflicts, and promoting a positive workplace culture.
 - Assist in the development and implementation of HR policies and procedures.
2. **Administration:**
- Oversee day-to-day administrative operations to ensure smooth office functioning.
 - Manage office supplies, equipment, and facilities to maintain a productive work environment.
 - Source Training related material and stationery.
 - Handle travel arrangements, accommodations, and logistics for employees when necessary.
 - Support in the implementation of administrative policies and procedures.
3. **Performance Management:**
- Assist in the ensuring timely and constructive feedback to employees.
 - Collaborate with department managers to identify performance improvement opportunities.
4. **Compliance and Documentation:**
- Ensure compliance with labor laws, regulations, and company policies.
 - Maintain accurate and up-to-date employee records and documentation.
 - Assist in the preparation of reports related to HR and administrative activities.
5. **Employee Engagement:**
- Contribute to the development and execution of employee engagement initiatives.
 - Support the organization of events and activities to foster a positive workplace culture.

Qualifications:

- Bachelor's Degree in Commerce or a related field.
- 5-7 years proven experience in human resources and administration roles within the academic or development sector.
- Strong knowledge of HR principles, practices, and employment legislation.
- Excellent communication and interpersonal skills.
- Detail-oriented with strong organizational and multitasking abilities.
- Proficient in MS Office applications and HRMS.

Application Procedure

Please apply on the following link: https://docs.google.com/forms/d/e/1FAIpQLSdTqERyd5JE-cma02DonGAhet55ZlGf6GGLE9uNfwmjSJum1Q/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