



TATA INSTITUTE OF SOCIAL SCIENCES

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

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

TISS/ADVT/C SOL/August2017

Non Teaching positions required for Centre for Social and Organizational Leadership(C SOL)

School of Management and Labour Studies

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 53 Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

The School of Management and Labour Studies has 5 Centres in (i) Social and Organisational Leadership; (ii) Human Resources Management and Labour Relations; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance.

The School invites interested candidates to apply for following position to be filled on contract for a period of one year initially and to be extended based on performance of the candidate and requirement of the institute.

I. Assistant Manager (one post)

Monthly remunerations: Rs. 45000 to 50000

Essential Qualification – Good academic record with at least 55% of the marks or an equivalent grade of 'B' in the 7 point scale with letter grades O, A, B, C, D, E and F at the Master's Degree in social sciences/ Management (or equivalent). The candidate must have minimum of two years of work experience in the relevant field.

Desired Qualification:

- Effective communication skills and ability to persuasively communicate with mid & senior level management of corporates and with the TISS administration.
- Contribution to designing organizations for innovation, designing learning & development tools, methods and technology. Experience in Learning & Development function.
- Exposure to current thinking in training methods, e-learning tools and on-line technology.

Key Roles and responsibility:

- Building and executing social media strategy through competitive and audience research.
- Conduct research and develop content in the art and learning field.
- Conduct research and design organizational development projects and management development programs.

- To use various communication media to aid in the communication process and to work with web teams and other technical resources.
- Excellent consulting, writing, editing (photo/video/text), presentation and communication skills. Demonstrable social networking experience and social analytics tool knowledge is preferred.
- Coordinates publication of articles with the communications team. Assists the (divisional) executive team and Project Management Office with internal communications, presentations and reports.
- Plan, assign, monitor and evaluate work of assigned staff; plan, direct, implement and evaluate training and development activities; Financial management including budgeting the programme assigned.
- Prepare educational material such as module summaries, videos etc. Design effective training programs & Workshops.
- Periodically evaluate ongoing programs to ensure that they reflect needed changes.
- Stay abreast of the new trends and tools in employee development.
- Delivering Talks, Sessions & Training/mentoring if required. To support OD programs, Courses & OD Conferences in end to end coordination, planning & execution. Performs other duties as assigned.

Application fee: The application fee of Rs. 500/- be paid online. The SC/ST/PWD candidates will be waived from the application fee if they attach the required certificate to the online application form. The application will be valid only on receipt of the application fee for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

Other Conditions:

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/research institution of repute,
- The institute 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.
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- The posts are unreserved, but candidates belonging to reserved category can apply.
- No queries or correspondence regarding issue of call letter for interview / 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.
- The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/ interview.
- No TA / DA is payable for appearing for the interview.
- In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

The candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on Institute's website www.tiss.edu.

The candidates are required to take a print of acknowledgement of on line application and keep it for future reference.

Interview: The short listed candidates will be communicated by an e-mail and mobile phone to appear for the presentation and interview to be conducted at TISS, Mumbai.

Important Dates:

Last date of Receipt of on line Application: September 8, 2017.

Selected Candidates are expected to join within 10 days of their selection.

Registrar