



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 Associate Programme Officer cum Trainer in Employability Excellence with College Education and Learning (EXCEL) programme.

The Jharkhand Skill Development Mission Society (JSDMS), Government of Jharkhand has signed up with the Tata Institute of Social Sciences (TISS) to implement one of its ambitious projects, called the Employability Excellence with College Education and Learning (EXCEL)

This programme aims to train more than 50000 students over a period of 4 years. The programme will be implemented in all the Private and Government Colleges affiliated to 6 State Universities in the State.

Applications are invited for the post of **Associate Programme Officer cum Trainer** in the EXCEL project.

Number of positions: Multiple

Location: Jharkhand

(Ranchi, Khunti, Simdega, Silli, Chaibasa, Chakardharpur, Jamshedpur, Noamundi, Bahargora, Chandil, Jalla, Hazaribag, Kodarma, Medininagar, Daltonganj, Panki, Japla, Chattarpur, Palamu, Dhanbad, Sindri, Bokaro, Chas, Phusro, Pichari, Baghmara, Tenughat, Bermo, Gomia, Katras, Nirsha, Tundi, Deoghar, Jasidih, Madhupur, Godda, Dumka, Pakur, Barhara)

Job Profile:

This position is key to the success of the programme. Selected candidates will be responsible for:

As an Associate Programme Officer :

- Work along with the Central team and Director EXCEL to onboard a college for EXCEL program. Get involved in reaching agreements over implementation of program at college level and to understand the expectations.
- Prepare an implementation plan for the program in agreement with College management and Central office.
- Work with college administration to enrol students as per the targets agreed with Central office. Ensure that enrolments are done based on the Enrolment policy. Progress is reported to Central office at agreed frequency. Ensure support of parents/guardians.

- Work with Program Officer / Manager, College management and Central office to identify subject matter experts for delivering course material by leveraging the available trainer database. Also, create a database of experts from academia, industry, government, autonomous bodies and civil society who are willing to take course modules including lectures, tutorials and field work for future purpose.
- Coordinate training of trainers (ToTs) programmes for identified trainers and work with Central office to set up ToTs.
- Responsible for on-time and smooth delivery of the courses at the college.
- Schedule classes and field works so that desired credits /no of hours of training gets completed on time. Work with Student Committee regarding class schedule
- Be a strong contact point for the involved stakeholders. Take initiatives and build local engagement model with students, College Management and trainers to keep them motivated to enrol and continue the program.
- Identify root causes for drop outs and agree the target and plan with Manager and Central office.
- Regularly share reports, feedback from the students and trainers with the central office and agree action plan.
- Conduct surveys and understand local employment opportunities and update manager. Support Program Manager in industry engagement, course enhancement and in executing the students' placement strategy.
- Assist Program Manager in Networking with companies, organisations, institutions, NGOs, Government department to facilitate field visits, internships, job placements etc.
- Prepare monthly progress reports highlighting key issues/challenges encountered and way forward for the Leverage and mentor the Student Committees in running the day to day program activities of scheduling the class.

As a Trainer :

- Participate in the Training of Trainers (TOT) Programme conducted by TISS
- Become Master Trainers in the assigned subjects
- Schedule classes and ensure smooth delivery of the courses at the colleges
- Conduct training of students for the pre decided batches
- Complete the full course and assessment at the assigned Colleges
- Travelling to other locations if required
- Supporting Central Office when required

Professional Requirements:

1. The candidate must hold a Bachelor's degree in Commerce or Science or an equivalent qualification from a recognized University. Candidates from Management or vocational education or Social Sciences discipline with work experience in relevant fields will be preferred
2. High proficiency in computer based applications such as MS Office, Internet etc.

3. Good documentation skills to prepare reports, proposals, plans etc. for stakeholders at all levels
4. Excellent presentation & communication skills in English and Hindi, both spoken and written communication. Knowledge of regional language is preferable
5. Excellent interpersonal and ability to interface with stakeholders: students, teachers and staffs at all levels
6. Quick learning and fast situational response
7. Should be committed to create an impact in the state for a project like EXCEL

Experience: At least 1 - 2 years of work experience.

Type of Contract: Temporary / Project staff

Salary : Rs.15000-20000 /- (As per experience)

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?
2. What are the skills you possess which will make you well suited for this role?

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

Last date of receiving application: August 9th, 2018, till 5:00 PM
Shortlisted candidates will be called for an interview through phone and email.

The selected candidates have to join immediately.

Disclaimer :

EXCEL - TISS undertakes all hiring and vendor engagements directly through advertisements placed on the TISS website or other Job portals. All screening and interviews, including subsequent trainings if any, are undertaken by TISS itself. EXCEL-TISS has not engaged any agencies.

Project Director