

Position: Programme Manager

Department: Centre for Social Entrepreneurship, School of Management and Labour Studies, Tata Institute of Social Sciences, Mumbai

To report to: Sr Programme Manager and Professor In-charge

About Centre for Social Entrepreneurship: Centre for Social Entrepreneurship was set up in 2007 under the School of management and Labour Studies at Tata Institute of Social Sciences, Mumbai. The Centre offers a full time two years Masters Programme in Social Entrepreneurship. To nurture the aspiring social entrepreneurs at TISS, it has also set up an Incubation Centre established under the Innovative Scheme of University Grants Commission. It has created a strong network also successfully setup up rural incubators in partnership with organisations with similar vision. The Centre also helps the corporates in designing innovation CSR models keeping Social Entrepreneurial approach at the core and offers Executive Post Graduate Diploma Programmes in these fields.

Education qualification: Post Graduate in any academic discipline

Experience: Minimum five years' experience in functional roles in government department/projects, non-government organisations, training and teaching organisations including academic institutions at a position handling direct implementation. Administrative experience would be added advantage.

Job Role:

- Co-ordination and monitoring for Executive Post Graduate Diploma or similar programmes being offered cross India
- Coordination the Academic and other Partners
- Cross functional co-ordination within TISS for smooth operation
- Overall monitoring and review with all the stakeholders
- Exploring new external partnerships opportunities
- Design and implementation of operational framework to successful partnership with the external agencies.

Competencies Required:

- Excellent Writing, Interpersonal, Presentation and Management skills
- Enthusiastic and Self-motivated
- Excellent Team worker.

Job Roles:

- a) Course Design - in consultation with the faculty member team, course outline preparation as per the prescribed format and coordination with the relevant agencies within TISS
- b) Partnership Management - initiating MoU approval process with the Partners and the related coordination, coordination with the Partners, monitoring Partner performance and reporting

a) Programme Management - ensuring alignment with the Academic and other Partners, coordination in faculty hiring by the Partners, organizing Ensuring timely Train the Trainer (ToT) Programmes, coordination in student registration in with the TISS Admission Team and timely collection of fee from the students thereof, coordination with other TISS Department such as IT, Library, Accounts and Finance, ensuring strict quality control through continuous engagement with academic partners and regular timely visits as needed, timely award of Diploma to the graduating students

Duration of Engagement: Initial period of one year extendable on satisfactory performance.

Salary: Minimum Rs. 60,000 per month (consolidated)

Candidates are requested to **bring Five Copies of Bio-Data, Proof of educational qualification, Proof of claimed experiences, and Statement of Purpose to explain how the candidate fits into the respective positions on 14th May 2019 at 11am to attend the Interview.**

Venue: Room No. 306, Academic Building -2, Naorojee Campus, Tata Institute of Social Sciences, Deonar Farm Road, Deonar, Mumbai-400088.