

Position: Senior Programme Manager

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

To report to: Professor In-charge and Chairperson

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 12 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. Experience in independent or leadership roles in business organisations would be preferred.

Job Role:

- Lead and manage the verticals of Incubation Centre, Executive Post Graduate Diploma Programme and Outreach Programmes
- Prepare long-term roadmap for each vertical with operational and financial plan of minimum 5 year horizon
- Liaison with internal stakeholders at TISS as well as external stakeholders including key Government and non-Government organizations for successful implementation of the plans
- Work closely and under guidance of the designated Professor in Charge and Centre Chair and participate in review and planning
- Be the custodian of the Centre budget and ensure strong budgetary controls
- Ensure implementation of all key initiatives and programmes of the Centre for Social Entrepreneurship On Time In Full (OTIF)
- Participate and act as resource person in defined teaching and training activities

Competencies Required:

- Excellent Communication, Interpersonal, Presentation and Management skills
- Enthusiastic and Self-motivated
- Excellent Team Leader
- Excellent Coordination Skill.

Key Activities:

- a) Incubation Centre - Ensure seamless operation from induction, mentoring, reviewing and monitoring of the inducted incubatees in close association with the CSE faculty team
- b) Executive PG Programme - Ensure smooth roll out and operation of the Executive PG Programmes across India
- c) Outreach Programme - Identification of new and end to end planning and execution of all the outreach initiatives in close association with CSE faculty members

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

Salary: Minimum Rs. 1,00,000 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.