

Job Description

Tata Institute of Social Sciences
Alums Association (TISSAA), Mumbai

Position:	Programme Manager – TISSAA
Qualification And Experience:	Graduate Degree with Experience of 5 years or Master's with 2 year Experience. Knowledge of Administration and Computer (Word/Excel/PPT). Knowledge of routine accounting and banking procedures. Work experience preferably in Report Writing, Proposal Writings, Event Management, Coordination and Fund Raising
Location	Mumbai
Period	1 year contract (renewable on satisfactory performance)
Key Project Deliverables	• To meet the administrative compliances of the organization (eg. Minutes of various meetings, Annual Report, NewsLetter, Web site management etc) • To maintain the TISSAA Finances (routine Accounting & Banking Procedure Compliances) in collaboration with the Financial Consultant and the Financial Auditor. • To organize various workshops, conferences and other socially relevant events on issues involving the alumni and TISS students • To intensify the TISSAA life membership drive • To strengthen the Alums database, while maintaining strict confidentiality • To strengthen the fund raising drive of TISSAA • To work along with TISS to involve alumni participation in the fundraising drive • To organize alumni meets and reunions of TISS alumni • To coordinate with TISSAA chapter representatives for overseeing its activities • Any other as per requirement of TISSAA
Compensation	Rs. 30,000/ per month (consolidated) + variable
Office Timings	10:00 am – 5:45 pm (Monday Friday), Saturdays (if required)

Interested candidates can mail their resume at tissalumsassociation@tiss.edu / tissaa2013@gmail.com by January 26, 2017. Please specifically mention '**Application for the post of Programme Manager – TISSAA**' in the subject line.

The Interviews will be on Monday, January 30, 2017 at 3:00 pm. Only short listed candidates will be called for interview and intimated regarding the venue of the interview. No Accommodation/TA DA will be given for interview.