



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. PuravMarg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

Vacancy for Content Developer in National University Students' Skill Development Programme (NUSSD), TISS

Tata Institute of Social Sciences (TISS) has embarked on an innovative skill development programme for University students. TISS has collaborated with several Universities across the country to help aspiring students gain skills that make them employable; skills that could help secure their future, and give them an equal chance and a sustainable job or livelihood. For more details, please visit <http://nusssd.tiss.edu/>

Applications are invited for the post of **Content Developer** in NUSSD project. The content developer will be in charge of developing detailed content for Skill Development across various sectors. The developer will work closely with Subject Matter Experts and external advisors for preparing detailed course curriculum, training plans, training content, trainers' guide and other training aids. He / She will also be in charge of achieving standardization of content and alignment to industry standards. The appointment is on tenure for 12 months and extendable based on performance of the candidate.

Number of position: 1

Locations : Mumbai

Job Type: Full-time

Professional Requirements:

Minimum Qualification: Graduate in any field with 2 - 4 years of relevant experience.

Technical Skills: Applicant must be proficient in MS Office Suite, Libre Office. Knowledge of design software like In Design or Corel Draw is desirable.

Other requirements:

1. Good writing and editing skills
2. Ability to work within short deadlines
3. Should have worked in a complex organization with critical deliverables
4. Good documentation skills to prepare reports, proposals, plans etc. for stakeholders at all levels

5. Excellent presentation & communication skills in English and Hindi, both spoken and written communication. Knowledge of regional language is preferable.
6. Excellent interpersonal skills and ability to interface with stakeholders
7. Must be a self-starter, and drive towards achieving goals within a short time frame
8. Should have a good understanding of the Skill Development or Training Content development space.

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 Content Developer - NUSSD’ and email it to nussd@tiss.edu

Last date of receiving application: April 20, 2017, Till 5:00 PM

Shortlisted candidates will be called for an interview through phone and email.

The selected candidates have to join immediately.