



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

Advt. Dt: 05/11/19

Advt. No. : TISS/NUSSD/Oct/2019/1

Vacancy for APO (MIS & Analytics) in National University Students' Skill Development (NUSSD) Programme, 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 **Assistant Programme Officer (MIS & Analytics)** in the NUSSD project.

Number of position: 1

Locations: Ranchi

Job Type: Full-time

Salary: Rs. 20000 – 25000 per month (Consolidated)

Job Profile:

The **APO (MIS & Analytics)** will assist the State Programme Head (SPH) in their assigned city in the following:

1. Co-ordination and management of MIS & Analytics for State Office
2. Ensure that Programme Officers record daily attendance of students and trainers
3. Record payments to Trainers, Vendors, Consultants and Salary payments to NUSSD/ EXCEL Team in the respective city / State.
4. Ensure that all stakeholders update the Google Drive / Hunnar Portal in a timely manner.
5. Downloading Data from Systems and mapping the same as per the requirement, coordinating with different teams for the data and checking its accuracy.
6. Preparing and sharing Daily dashboards.
7. Preparing Weekly & Monthly, Quaterly MIS Reports for different stakeholders for effective decision making.
8. Preparing presentations, Graphs and analytical reports.
9. Should be a team player and flexible enough for multitasking.

10. Coordinating with the Assistant Programme Officers / Programme Officers at colleges for feedback and different requirements.
11. Support the SPH in rolling out the new initiatives and also updating on the progress and its impact
12. Ad-hoc analysis : prepare ad-hoc analysis on Operations data upon requests
13. Mailers to stakeholders on regular basis.
14. Preparing powerpoint presentations pointing out significant achievements and concern areas
15. Provide Insights with respect to leading and lagging indicators within the project to help for effective decision making

Professional Requirements:

- **Qualification:** Graduate /Post Graduate / MCA
- **Technical Skills:** Applicant must be proficient in MS Office Suite, mainly Word and Excel, and also cloud-based solutions like Google Drive.
- **Experience :** 2-4 yrs relevant experience

Other requirements:

1. Good writing and editing skills
2. Ability to work within short deadlines
3. Good documentation skills to prepare reports, proposals, plans etc. for stakeholders at all levels
4. Good presentation & communication skills in English and Hindi, both spoken and written communication. Knowledge of regional language is preferable.
5. Good interpersonal skills and ability to interface with stakeholders
6. Good Analytical skills

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 **APO (MIS & Analytics)**’ in subject line and email it to cv-nusssd@tiss.edu

Last date of receiving application: November 20, 2019, Till 5:00 PM

CV's would be scrutinized and shortlisted candidates will be called for an interview through phone and email.

The selected candidates have to join immediately.

Project Leader