



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

Vacancy 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 11 Universities in 9 states to help aspiring students gain skills that make them employable; skills that could help secure their future, and give them an equal chance at a sustainable job or livelihood. For more details, please visit <http://nussd.tiss.edu/>

Applications are invited for the post of Programme Officer (PO) on NUSSD project role. He/she shall be managing the implementation of the Programme at the location given below. The appointment is on tenure for 6 months and extendable based on performance of the candidate.

Number of positions: 3

Location: Jodhpur, Rajasthan

Job Type: Full-time

Experience: 3 years

Salary: As per experience

Professional Requirements:

1. The candidate must hold a Bachelor's or Master's degree or an equivalent qualification from a recognized University. Candidates from Management or vocational education or Social Sciences discipline with work experience in relevant fields will be preferred
2. High proficiency in computer based applications such as MS Office, Internet etc.
3. Good documentation skills to prepare reports, proposals, plans etc. for stakeholders at all levels
4. Excellent presentation & communication skills in English and Hindi, both spoken and written communication. Knowledge of regional

- language is preferable
5. Excellent interpersonal and ability to interface with stakeholders: students, teachers and staffs at all levels
 6. Ability to link up or network with corporate, organizations, institutions and NGOs
 7. Should possess strong analytical skills with ability to recommend simple solutions to complex problems
 8. Willingness to learn new tools, methodologies, industry best practices for smooth implementation of the programme
 9. Quick learning and fast situational response
 10. Should be committed to create an impact through a national project like NUSSD
 11. Should be open to travelling and relocating, if there is any need

The job profile includes:

1. Work within the University / College system to implement NUSSD
2. Networking with NGOs, industry, government, autonomous bodies and civil society at different stages for smooth delivery of the program
3. Prepare reports, proposals etc periodically for stakeholders at all levels

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 is your approach to working with a diverse set of stakeholders?
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 Program Officer NUSSD' and email it to cv-nussd@tiss.edu

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

Last date of application will be 21st May 2016.

Date of Interview will be communicated

The selected candidates have to join immediately.