



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

TISS/ADVT/C SOL/MARCH 2018

Non Teaching positions (two posts) are required for Centre for Social and Organisational Leadership (C SOL)

School of Management and Labour Studies

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 55 Master Degree Programmes in a range of Socially relevant interdisciplinary of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme with high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

The School of Management and Labour Studies has 5 Centres in (i) Social and Organisational Leadership; (ii) Human Resources Management and Labour Relations; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance.

The School invites interested candidates to apply for the positions in **Centre for Social and Organisational Leadership (C SOL)**. The post will be on contract basis initially for a period of one year which may be extended based on the performance.

I. Programme Manager: MDP & Special Events (one post)

Monthly remuneration: Rs.50,000

Qualification – Masters in Business administration/ Masters in social sciences with minimum 2 years of experience in relevant field. Good academic record with at least 55% of the marks or an equivalent grade of 'B' in the 7-point scale with letter grades O, A, B, C, D, E and F at the Master's Degree in Management or Social Sciences (or equivalent).

Applicants should ideally have 2-3 years of relevant work experience and proficiency in MS-Excel. Ability to design and produce promotional material (e.g. posters, emailers and creatives) using commonly available computer software is essential. Ability to plan & implement promotional campaigns using social media and email-marketing platforms (e.g. MailChimp) is highly desirable.

Key Roles and responsibility:

- Facilitate smooth running of the Management Development Programmes (MDP) and special Events by co-ordinating with applicants, faculty, staff, administration and with external parties.

- Develop, maintain and regularly update the databases of companies & key contacts for promotion and operations of MDPs & events. Maintain all information related to MDPs & events.
- Design, execute, track and improve promotional campaigns using social media and email marketing platforms. Coordinate, track and manage the nomination/application and payments procedures involved in MDPs & events.
- Undertake and manage the day-to-day operations involved in MDPs & events. This will include coordination with faculty, technical support functions and various administrative departments of TISS, and with external parties.
- Obtain, organise and analyse feedback from participants and parties involved. Implement tracking of a range of metrics and design improvements for the MDPs & events as a whole.
- In order to perform effectively, the programme manager is required to be present at the venue/office on days (including weekends) when MDPs & events are being held.
- Coordination with and assisting the faculty for delivery of the MDP and complete other related duties as assigned.
- Promotion of the MDP and the admission procedures from time to time. Coordination with the marketing and the promotion teams for widening the reach of the MDP.
- Coordination with technical support team for resolving any technical issues arising during the admission process, other processes related and the management of the batch.

II. Research Assistant (one post)

Monthly Remuneration: Rs. 35,000

Qualification –

A Graduation degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed at the Bachelor Degree in any stream. The candidate must have minimum of 4 years of work experience.

The candidate should have knowledge and experience in project execution including budgeting and accounts handling. S/He should be technologically equipped to handle the detailed execution and documentation of projects. Candidate having knowledge of ERP will be preferred.

S/He should be dynamic to handle execution of multiple projects simultaneously.

Application fee for both positions: The application fee of Rs. 500/- be paid on-line for each application. The SC/ST/PWD candidates will be waived from the application fee if they attach the required certificate to the online application form. The application will be valid only on receipt of the application fee for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

Other Conditions:

1. The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
2. Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview; Only shortlisted candidate will be called for interview;
3. No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the post;
4. No TA/DA is payable for appearing in the interview.
5. In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).
6. The candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on Institute's website www.tiss.edu.
7. The candidates are required to take a print of acknowledgement of online application and keep it for future reference.
8. The candidates have to bring their original certificates of their educational qualifications and work experience for verification while appearing for the Test/interview or before joining the post, if selected.

Important Dates:

Last date of Receipt of on line Application: **March 31, 2018.**

Only short-listed candidates will be called for interview scheduled on **8th April, 2018**

Selected Candidates are expected to join within 15 days of their selection.

Deputy Registrar (P&A)