



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

Advertisement No.

Vacancy for Head, CDIE (Course Development and Industry Engagement) 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 **Head, CDIE** in NUSSD project. He / she is expected to head the Course Development and Industry engagement verticals at NUSSD.

The Head, CDIE will be based in NUSSD Office, Mumbai. He/ She is expected to lead by example and exhibit strong leadership skills. Strategizing and speed of execution would be key areas of focus. He/ She will have to be highly mobile across India for visiting and reviewing NUSSD Programme.

The tenure of appointment will be 12 months initially and extendable based on performance of the candidate.

Number of position: 1

Location: Mumbai

Salary: Rs. 1, 20,000 per month (Consolidated)

Job Type: Full-time

Professional Requirements:

1. The candidate must hold a Masters Degree in any discipline with minimum **7 years** of experience working at important positions in any organization/s involving complex stakeholders' management. Should have worked in a complex organization and handled multiple teams with critical deliverables
2. Should have worked on large content development assignments and should have a background in instructional design, content writing
3. Should have worked on large and critical industry engagement / liaisoning assignments
4. Should have an exposure to National Skill Qualification Framework and National Occupation Standards (NOS). Candidate having prior experience of working on NOS/

Sector Skill Councils will be given a preference.

5. Should have strong domain knowledge in some of the high growth sectors identified by Government of India.
6. High proficiency in computer based applications such as MS Office, Internet etc.
7. Good documentation skills to prepare reports, proposals, plans etc. for stakeholders at all levels
8. Excellent presentation & communication skills in English and Hindi, both spoken and written communication.
9. Excellent interpersonal and ability to interface with stakeholders: Industry, students, teachers and staffs at all levels
10. Ability to link up or network with Corporate, Organizations, Institutions and NGOs

Responsibilities:

As the Head of Course Development

- He/she will be overseeing the development of detailed content for Skill Development across various sectors.
- Will work closely with Subject Matter Experts and external advisors to get the detailed course curriculum, training plans, training content, trainers' guide and other training aids prepared for the programme.
- Will also be supervising the work of the course development team to achieve standardization of content and alignment to industry standards.

As the Head of Industry Engagement

- He /she will be responsible for making connect with industry at various levels to engage them in the process of skill development. The engagement with industry should create an enabling environment for skill training across all the NUSSD locations.
- Will establish partnerships with large, medium and small enterprises to collaborate on content development, internship, and placements at various locations.
- Will encourage industry to be an active stakeholder in the process of skilling and will get them to partner on employee engagement and other pro-bono programmes.
- Will mobilize funds from corporate through their CSR which will enable us to take the programme to difficult locations in the country.

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 to work for this project?

2. What would be your approach towards 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 **Head, CDIE, NUSSD**’ and email it to nussd@tiss.edu

Last date of receiving application: March 28, 2016, Till 5:00 PM

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

The selected candidates have to join immediately.