



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. REF. NO. TISS/PROG.MGR.(PGDHQM)/MARCH 2016

The Tata Institute of Social Sciences (TISS) was established in 1936 and is a Deemed University wholly funded by the University Grants Commission, Government of India. TISS offers 53 Master's Degree programmes from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses for the 2015-2016 batch.

Applications are invited for one post of **Programme Manager** on consolidated salary of Rs. 40,000/- per month. He/she shall be managing the 'Post Graduate Diploma in Healthcare Quality Management (PGDHQM) Programme' at School of Health System Studies of the Institute. The appointment is on tenure for 11 months and extendable based on performance of candidate and requirement by the Institute.

The candidate must possess a Masters Degree or equivalent post-graduate qualification in Hospital Administration/Management or General Management or Medicine with 3 to 5 years experience; high proficiency in computer based data management, ability to work with on-line education software (preferably moodle), good interpersonal and communication skills and ability to interface with stakeholders-students, teachers and staff at all levels. **Age not exceeding 35 years. However there shall be no age limit for the candidates those are already in employment.**

The Programme Manager will be responsible for overall administration and coordination of PGDHQM Programme. The candidate shall be responsible for:

- Managing contact programmes
- Managing on-line programmes
- Coordinating of student's dissertation work
- Operating and managing moodle software
- Organising and mobilising learning resources through library, course teachers, and other sources
- Coordinate with course teachers and students for smooth functioning of programme
- Coordinate with accounts, administration, academic, maintenance, library, computer centre, hostels, etc. for the programme requirements
- Scheduling and conducting the examination, viva voce, etc.
- Maintaining regular correspondence with all stakeholders
- Carry out promotional aspects of programme

The candidate shall report to the Chairperson, Centre for Hospital Management about the status of various ongoing activities and also undertake the assignments given to him/her from time to time .

Last date of Receipt of Application: March 26, 2016.

Interview: The eligible candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted in the **first week of April 2016** at TISS, Mumbai.

Application fee: The application fee of Rs. 300/- be paid on-line. 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:

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/research institution of repute,
- 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.
- 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.
- The post is unreserved, but candidates belonging to reserved categories can apply.
- Applications which do not meet the qualifications given in this advertisement and/or incomplete applications are liable to be summarily rejected.
- No queries or correspondence regarding issue of call letter for interview / selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
- The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/ interview.
- No TA / DA is payable for appearing for the interview.
- 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).

The candidates are requested to apply online through the link **(Apply now)** provided alongwith this advertisement on Institute's website www.tiss.edu. The candidates are required to take a print of acknowledgement of online application and keep it for future reference.

The selected candidate has to join with in 15 days of intimation of selection by the Institute

Registrar