



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 for Programme Officer - Finance & Accounts 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://nusssd.tiss.edu/>

Applications are invited for the post of **Programme Officer- Finance & Accounts** in NUSSD project.

Post Title: Programme Officer - Finance & Accounts (01 Post)

Duty Station: Required to be located in Mumbai

Duration: 1 year (Extendable based on performance)

Type of Contract: Temporary / Project staff

Pay band: Remuneration of Rs.25,000/- onward depending on the experience (Consolidated salary) per month

Job Profile:

This position is key to the success of the programme. Selected candidates will be expected to undertake the following broad roles and responsibilities at the University and Central levels:

1. Manage and Support State wise NUSSD programme
2. Manage all the Finance related tasks of the programme
3. Coordination with Partner organizations, Course developers on accounts related work
4. Close coordination with TISS accounts section
5. Prepare project proposals, budgets, progress reports, co-ordination with funding agencies and management.

Eligibility Criteria:

Education: Master/Post graduate in Accounts or Finance related Discipline. Good oral and written presentation skills in English and Hindi, knowledge of local Language.

Experience: At least 3 to 5 years of hands on experience in handling of projects as well as government sponsored programmes, particularly, related to projects support functions at the centre/state level.

Well versed with computer and minimum 2 years of experience for Tally ERP 9.

Interested candidates may send their Resumes/CV along with their letter of interest.

Kindly apply with the subject line – ‘Application for the position of Programme Officer - Finance & Accounts NUSSD’ and email it to cv-nussd@tiss.edu
Shortlisted candidates will be called for an interview and will be communicated through phone and email.

Last date of receiving application: 30th June 2016 , latest by 5:00 PM.

The selected candidates have to join immediately.