



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/August 2018

**Non Teaching Position - Programme Executive
for Centre for Social and Organisational Leadership (C SOL)
School of Management and Labour Studies**

TISS/ADVT/C SOL/August 2018

Date : August 23, 20158

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 53 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 a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. 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: (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 following position in **Centre for Social and Organisational Leadership (C SOL) for its Bangalore location**. The post is a part time position and will be on contract basis initially for a period of one year which may be extended based on the performance.

Programme Executive (one post)

Location: Bangalore

Monthly remuneration: Rs. 35000/-

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 Commerce/Management (or equivalent). The candidate must have minimum of 2-3 years of work experience in the relevant field.

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

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

Key Roles and responsibility:

S/He is responsible for smooth running of the programme by co-ordinating with the faculty, participants, internal facilities of the host institute & TISS, CSOL Centre and other stakeholders.

S/He is to co-ordinate with the faculty to ensure the travel, accommodation of the faculty as per the programme calendar, support faculty with the above as and when required, follow-up with the faculty on assignments and scores.

S/He is to act as a repository of instant information about the participant status and progress in the front of assignment submission, fee payment etc through effective tracking mechanism and to ensure that the process is complete by constant communication and follow-up till the participant pass out of the programme. S/He should be familiar with the educational softwares like Moodle, MIS & Basic knowledge in handling MS Office to complete this responsibility.

S/He is to co-ordinate with the facilities to ensure that the weekend sessions of the programme happen uninterruptedly. This includes co-ordinating with the facilities for the classroom booking, arrangement, equipments, food, stationeries and other items required for the weekend session.

The person acts as the connecting bridge between the Programme-Incharge, the faculty, participants, facilities(host institute & TISS) and CSOL centre at Mumbai.

S/He is the face of the centre and is expected to act responsibly in building and maintaining the brand of the centre through all the activities undertaken.

The overall nature of work can be divided into three main components: coordination, administrative and logistical where S/he will have to simultaneously communicate with various stakeholders including Resource Persons engaging with the centre, the participants of the executive programme, staff of TISS administration along with the staff of host institute.

Application fee: The application fee of Rs. 500/- 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.

Selection Process: Short listed candidates will be called for the interview. Candidates applying for the position should come in person for the interview. Interview will be conducted in Bangalore Centre.

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).
5. The candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on Institute's website **www.tiss.edu**.
6. The candidates are required to take a print of acknowledgement of online application and keep it for future reference.
7. 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: **16th September, 2018**

Short-listed candidates will be called for interview with in 2 weeks.

Selected Candidates are expected to join position from 1st week of October, 2018

Dy Registrar (P&A)