



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/NEA/ August2019

August 21, 2019

Walk in Interview

Programme Manager - National Entrepreneurship Award (NEA)

The Tata Institute of Social Sciences (TISS) was established in 1936 and became a Deemed University in 1964. It is fully funded by the University Grants Commission of the Government of India. Currently, TISS offers 53 Master's Degree and 18 M.Phil. and Ph.D. programmes in a range of socially relevant inter-disciplinary areas from its Main Campus in Mumbai, and the Off-Campuses in Tuljapur, Guwahati and Hyderabad. Bachelor's programmes in Social Sciences and Social Work are offered from its Off Campuses. A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute facilitating strong linkages between teaching, research, field action and dissemination. The Institute provides significant space and resources for basic and policy research and has research collaboration with some of the best universities and institutions across the globe.

TISS provides work 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) Human Resources Management and Labour Relations; (ii) Social and Organisational Leadership; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance .

Centre for Social Entrepreneurship: Centre for Social Entrepreneurship was set up in 2007 under the School of management and Labour Studies at Tata Institute of Social Sciences, Mumbai. The Centre offers a full time two years Masters Programme in Social Entrepreneurship. To nurture the aspiring social entrepreneurs at TISS, it has also set up an Incubation Centre established under the Innovative Scheme of University Grants Commission. It has created a strong network also successfully setup up rural incubators in partnership with organisations with similar vision. The Centre also helps the corporates in designing innovation CSR models keeping Social Entrepreneurial approach at the core and offers Executive Post Graduate Diploma Programmes in these fields.

About NEA: As an important step to catalyse a cultural shift in youth for entrepreneurship, the Ministry of Skill Development and Entrepreneurship (MSDE), Government of India has instituted the National Entrepreneurship Awards (NEA). It seeks to instill and entrench the entrepreneurial attitude among the future-generations and the Youth of India. The Awards

Scheme is designed to recognize and honour - outstanding young First-Generation Entrepreneurs and ecosystem Builders for their outstanding contribution in entrepreneurship development and providing support to the entrepreneurs. The Centre for Social Entrepreneurship is a Member of the National Core Committee of the NEA.

The Centre for Social Entrepreneurship invites interested candidates for **walk in interview** for one **position of** Programme Manager (NEA) to be filled on contract for a six months.

Position: Programme Manager for NEA (one post)

Reporting To: Professor In-charge, NEA

Monthly remuneration: Rs. 50,000/- (Consolidated)

Job Roles:

- a) Managing day-to-day operations of NEA at the Centre for Social Entrepreneurship and the interfaces within and outside the Institute
- b) Be the first point of contact for day- to- day interaction with the internal as well as external stakeholders for matters pertaining to NEA
- c) Work closely with the other partners (individuals and organisations) in the state of West Bengal (WB) and Chattisgarh (CG) to drive awareness, application filing and the field assessment processes for NEA 2019
- d) Develop and execute end to end approach for outreach, identifying, attracting and ensuring applications from deserving and innovative entrepreneurs and start-ups for NEA 2019
- e) Coordinate closely with the Lead Partner of NEA for all necessary communication and updates regarding the ongoing efforts in the states of WB and CG
- f) Ensure compliance to the NEA Guidelines for a fair and seamless application and shortlisting of deserving entrepreneurs from the states of WB and CG
- g) Ensure transparency and proper documentation in all financial matters pertaining to NEA including submission of Utilization Certificate to the lead partner at the end of the Programme

Educational Qualifications: Post Graduate in any discipline with minimum of 55% of Aggregate marks or an equivalent grade in a point scale wherever grading system is followed plus four years of work experience. The preference shall be given to the candidates having MBA degree.

Experience requirements:

- a) Min 4 years of work experience as entrepreneur or with coordination or operational roles in start-ups
- b) Since this is a short-term employment, prior experience in handling similar awards at National Level is a must
- c) Good understanding of the entrepreneurship ecosystem

- d) Ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, industry experts, government and non-government bodies

Competencies Required:

- a) Excellent stakeholder management both internal and external
- b) Excellent verbal and written communication skills
- c) Excellent Interpersonal, Presentation and Management skills
- d) Enthusiastic and Self-motivated
- e) Excellent Team worker.

Date of Interview: Eligible candidate may register between 2.00 pm and 2.30 pm at Room no. 306 Academic Building-2 Naorojee campus, Deonar Farm Road, TISS, Mumbai 4010088 and attend **the walk in interview at 2.30 pm onwards on August 28, 2019**. Only those candidates meeting the minimum required qualifications will be allowed to appear for the walk in interview.

How to apply: The eligible candidates are required to attend the walk in interview along with five sets of resume, **two** colour passport size photograph, **one** set of self-attested photocopies of relevant certificates in support of the essential qualification & experience and **original** certificates for verification.

Please note-

- **No TA / DA is payable for appearing for the interview.**
- **The candidate must meet Essential Educational Qualification and specified work experience.**
- **Selected Candidates are expected to join within 10 days of their selection.**

Dy. Registrar (P&A)