



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/ TISS/ADMN/SPO/SEPT/2018

SEPTEMBER 20, 2018

Required Programme Officers for various Campuses of TISS

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. TISS offers 50 Master Degree Programmes in a range of Socially relevant inter-disciplinary 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 & fulfilling academic environment and opportunities for those committed to creating a just society through education, generation of knowledge and field action.

All the four campuses viz., Mumbai, Tuljapur, Hyderabad and Guwahati are headed by the Dy. Director under the overall leadership of the Director of the Institute. The Institute wants to appoint Programme Officer to assist the Deputy Director of each of its campuses.

The Institute is looking for the candidates to handle areas such as important communications and schedules on behalf of the Dy. Director, attending on legal and compliance requirements, creating briefs and documents for meetings of the Dy. Director with external and internal stakeholders, reaching out to and setting up appointments for the Dy. Director with government and corporate stakeholders based on the Dy. Director's guidance and so on.

Applications are invited for the post of **Programme Officers (4 No.)** to be filled on contract basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.

The Key Roles and Responsibilities of the Programme Officers will be as below.

The Programme Officer will report to the Dy. Director of the Respective campus and under the general supervision of the Dy. Director, he/she will carry out the following tasks:

- Coordinate and liaison between the various campuses, departments, schools, centres and projects of TISS
- Act as a liaison to the Dy. Director's office and various campuses, schools, centres and projects of TISS
- Organize and coordinate the appointments and activities of the Dy. Director;
- Prepares initial drafts of correspondences and documents coming from Office of the Dy. Director
- Schedule appointments for the Dy. Director with Government, industry and other members as per the Dy. Director's guidance.
- Prepare strategy papers for new initiatives and undertakings of the institute and present the same to the Dy. Director for his / her further guidances.
- Prioritize conflicting needs, handle matters expeditiously, proactively and follow through on new initiatives and tasks to successful completion.
- Perform such other duties as the Dy. Director may assign.
- Track the follow-up of Dy. Director's commitments and activities.
- Ensure due follow-up is given to decisions taken and actions decided by faculty, staff and administrative personnel.

- Monitor and support the review and implementation of the Institute's policies with regards to academics, accounts, HR and Administration processes.
- Ensure adherence of the institutes activities to UGC and MHRD guidelines from time to time.
- Support fund-raising activities undertaken by the Dy. Director and the Registrar's offices from time to time.
- Prepare background materials and briefs upon request of the Dy. Director;
- Support the implementation of all administrative and financial procedures;
- Prepare reports, presentations on various activities and endeavours of the respective campus from time to time for both internal and external stakeholders.

Monthly remuneration: Rs. 45000/- to 50000/- (Commensurate with educational qualification and work experience)

Eligibility: The successful candidate will have the following:

- A minimum Post Graduation in Science/Art or equivalent degree in the field of political sciences, administration or management;
- A minimum of 5 years experience as Executive Assistant or in General Management or Accounts and Administration operating at a pan-India or international level
- Demonstrated ability to oversee and work on a wide variety of tasks, activities and projects;
- Alert, well organized and rigorous in work approach and delivery;
- Experience in writing clear, high quality correspondence, proposals, and communication materials;
- Demonstrated ability to manage time and work effectively and efficiently;
- Language level of native English speaker
- Ability to work in a multi-disciplinary and multi-cultural team;
- Excellent capacities in main office software touch typing, and a wide variety of internet tools.

Application fee: The application fee of Rs. 500/- to be paid online. 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 not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview who may not have applied for the vacancy as per the above procedure.
- 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 position is unreserved, but candidates belonging to reserved category can apply.
- 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 institute reserves the right to relax qualification of the candidate based on the work experience.
- 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).

Application process and interview:

1. Candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on the Institute website www.tiss.edu. The candidates desiring to apply for more than one Campus, have to fill online applications separately for each campus.
2. Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
3. Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the test/interview to be conducted at respective Campus.

The last date for receipt of online application: October 05, 2018.

Selected Candidates are expected to join within 15 days of their selection.

Dy. Registrar (P&A)