



SCIENCES

TATA INSTITUTE OF SOCIAL

**V.N. Purav Marg, Deonar, Mumbai
400 088**

(A Deemed University under Section 3 of the UGC Act,
1956)

ADVT. REF. NO.TISS/JUNE/2016

TISS Invites applications for positions Under Higher Education Leadership Academy

Tata Institute of Social Sciences, Mumbai seeks applications from bright, committed, high quality professionals for the following positions under Higher Education Leadership Academy (HELA), a component under Rashtriya Uchchatar Shiksha Abhiyan (RUSA).

1. One Office Manager

• Qualifications :

- Candidates who have passed graduation in any discipline having good command over spoken and written English.
- At least 15-20 years of experience of having worked in administrative positions. Candidates with in work experience in Government/ International/ Autonomous agencies will be preferred.
- The applicant should preferably 45-50 years.

• Compensation

- The successful candidates will be offered a consolidated sum of Rs. 40,000 to Rs. 60,000 per month.

• Skills

- Excellent Organizational Skills
- Ability to work under pressure and meet deadlines
- Good Communication and Interpersonal Skills
- Pleasant personality
- Problem Solving and ability to negotiate with multiple stakeholders

- Working capacity with Computers- Windows, Outlook and Internet
- Good knowledge of English and Hindi
- Ability to grasp concepts and situations, adaptability in dealing with changing environments
- Excellent negotiating skills
- Strong qualitative and quantitative analytical skills
- Ability in ICT usage.

• **Job Description**

- Manage day-to-day administrative functions
- Manage office communication
- Manage logistics as required for activities and team members
- Organizing meetings and conferences
- Coordinate with different Ministries and State Governments on administrative and logistical issues
- Co-ordinating training programs/Seminars/Conferences

• **Job location**

- Mumbai

2. Two Office Executives

• **Qualifications :**

- Candidates who have demonstrated strong administrative and accounts related support in undertaking office management activities by providing support to various high value research projects/ policies programs of central and /or state governments.
- Candidates should have good command over spoken and written English.
- 5-7 years of experience of having worked in administrative positions. Candidates with in work experience in Government/ International/ Autonomous agencies will be preferred.
- The applicant should preferably be under the age of 40 years.

• **Compensation**

- The successful candidates will be offered a consolidated sum of Rs. 30,000 to Rs. 50,000 per month.

• **Skills**

- Excellent Organizational Skills
- Ability to work under pressure and meet deadlines
- Good Communication and Interpersonal Skills
- Pleasant personality
- Working capacity with Computers- Windows, Outlook and Internet

- Good knowledge of English and Hindi
- Ability to grasp concepts and situations, adaptability in dealing with changing environments
- Excellent negotiating skills
- Strong qualitative and quantitative analytical skills
- Knowledge of database management and data entry operations
- Proficiency in documentation
- Ability in ICT usage

• **Job Description**

- Manage day-to-day administrative functions
- Manage office communication
- Manage logistics as required for activities and team members
- Organizing meetings and conferences
- Coordinate with different Ministries and State Governments on administrative and logistical issues
- Maintaining database

• **Job location**

- Mumbai

Candidates should submit a covering letter mentioning the name of the specific post applied for and how the candidates are best suited for the job along with detailed CV.

Candidates should provide two references with their contact details.

Interested candidates may submit their CVs and Letter of Intent by 5th July, 2016 to The Chair, Higher Education Leadership Academy (RUSA), TISS, Mumbai.

Email: applytohela@gmail.com

Shortlisted candidates shall be contacted for interview.

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 of the post.

Kindly note that travel or accommodation related with interview attendance will not be reimbursed.
