

ADVT. REF. NO. **Advt.No.TISS/NCSR/PM/2016**

POST: Programme Manager (CSR) to be deputed with the Swachha Maharashtra Abhiyan (Urban) at the office of Urban Development Dept., Govt. of Maharashtra

NO. OF POSTS: One

TENURE: 12 months, extendable

QUALIFICATIONS: A Master's Degree or equivalent post-graduate qualification in Social Work, Social Sciences, Business Administration, Social Entrepreneurship or related fields with minimum passing percentage of 50% marks in the aggregate.

AGE: Not more than 35 years

EXPERIENCE: Candidates with experience will be preferred; but freshers with the right spirit, necessary skill sets and profile will also be considered.

SKILL SETS REQUIRED: Fund raising, proposal development, presentation, and documentation. Ability to interface with multiple stakeholders

JOB PROFILE:

Provide advisory and coordination support to the Swachha Maharashtra Abhiyan being implemented by the Urban Development Department with regard to all matters of CSR. The candidate will be placed at the office of the Maharashtra Urban Development Mission, Directorate of Urban Development Department, with periodic reporting to the National CSR Hub office. Day-to-day reporting will be to Urban Development Department, with regular updates to National CSR Hub, TISS. The Post requires special focus on existing gaps and needs in the urban area in the state and linking it to available resources and expertise through public-public or public-private partnerships. Requirements include knowledge of theories, principles and practices of Water, Sanitation and Hygiene (WASH) and Waste Management in addition to knowledge of the field of CSR and development sector partnerships. Also required are The candidate should be willing to all cities of the State as may be required. Age should not exceed 35 years.

IMPORTANT:

Last date of Receipt of Application: August 28, 2016

Interview: Shortlisted candidates will be communicated by an e-mail and mobile phone to appear for the interview.

Application fee: The application fee of Rs. 300/- be paid on-line. The SC/ST/PWD candidates will be exempted from paying 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 will not be refunded under any circumstances.

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).

The candidates are requested to apply online through the link **(Apply now)** provided alongwith this advertisement. The candidates are required to take a print of acknowledgement of online application and keep it for future reference.

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.

The selected candidate has to join with in 15 days of intimation of selection by the Institute