

Date : 2nd August, 2019

JOB DESCRIPTION	
Department	Vocational Aptitude Sytem
Designation	Sr. Executive
No. of Position	One
Location	Deonar, Mumbai
Purpose of the Role	To develop the Vocational Aptitude Systems (VAS) in collaboration with the Defense Institute of Psychological Research (DIPR) conducting and monitoring counselling workshops based on life skills or SVE students.
Reporting & Accountability	Dean, TISS - SVE
Positions reporting into this position	Non
Role & Responsibilities	Test development: 1. To develop an online test "Vocational Aptitude System" for SVE Students. 2. Conduct the test on relevan population for pilot study and live administration. 3. Administer Vocational Aptitude System on all students to guide them to select a particular vocational course based on aptitude test results. Counseling: 1. Developing and conducting 'Self Enhancement' workshop modules based on life skills and student relevant issues(e.g. Time Management, Personality Development) 2. Contributing in and being on panel for the empanelment process of Freelance counselor pan India. 3. Monitoring,evaluating,maintaining records, processing remunerations for the workshops conducted by freelance counselor pan India. 4. Carryout other duties and responsibilities as required from time to time.
Qualifications	MA/MSC in Psychology
Prior Experience	Minimum 2 years of experience in test development, psychometric testing, counseling and conducting life skill sessions.
Competencies	Positive, focused and self motivated Ability to multitask, eye for detail, creative and resourcefulAbility to manage time and schedule effectively and work within deadline Ability to handle groups.
Technical skills	1. Efficient computer application Skills (MS Office, Outlook, Power point Presentations) 2. Excellent communication (Oral and written),interpersonal and coordination skills. 3. Knowledge of Statistical package like SPSS and other research related software.



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. PURAV MARG, DEONAR - MUMBAI 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)
SCHOOL OF VOCATIONAL EDUCATION

Other Information	
Annual CTC	Between INR 2.5 lacs to 4 lacs per annum
Any other specification	Fixed term contract for two years(extendable)

Interested candidates can share their updated resume on
renuka.tayade@sve.tiss.edu

with subject line 'Sr. Executive – VAS'

last date for receiving application/resumes for the post is **15th August 2019**