



TATA INSTITUTE OF SOCIAL SCIENCES
Deemed University
(under section 3 of the UGC Act 1956)

ADVT/SMILE/2016

STRATEGIC MANAGEMENT, INNOVATION, LEARNING &

ENTREPREUNERSHIP CENTRE (SMILE)

TATA INSTITUTE OF SOCIAL SCIENCES

Hyderabad campus

About SMILE: Strategic Management, Innovation, Learning & Entrepreneurship Centre (SMILE) at the Tata Institute of Social Sciences, Hyderabad is set up to build a strong platform for development professionals to be associated with TISS to address the requirement for human service professionals for contributing to various development projects, international and national, in terms of providing technical & strategic support; undertake research at various stages of policy/project/programme; document innovations and facilitate social enterprises.

TISS provides a healthy work environment and nurtures joyful work culture. There would be ample room to learn, write, publish and occasionally teach in the various programmes. All projects taken up by the Institute will steadily build knowledge resources in the development sector. TISS Hyderabad is developing several international collaborations which will provide opportunities for further capacity building and exposure to cutting edge work in the development sector.

SMILE invites applications from professionals in the field of Public Health, Nutrition, Gender, Education, Governance, Farm and non-farm Livelihoods, Social Entrepreneurship, Skills, Assessment, Monitoring & Evaluation, and Water and Sanitation for contributing to the various projects that TISS Hyderabad is engaging in, with Central, State Governments and multi-lateral agencies. Interested professionals are encouraged to register and fill their personal information and register. CVs will be shortlisted and placed in a roster for interviews and selection to fill various positions that will open up in the forthcoming months.

Immediate Opportunity opening in the Skills Sector.

POSITIONS WITH TISS HYDERABAD
SCHOOL OF VOCATIONAL EDUCATION

TISS Hyderabad campus has entered into an MoU with the Government of Andhra Pradesh to provide knowledge partnership to build employable skills among youth. The School of Vocational Education at the TISS Hyderabad is inviting professionals with relevant skills to contribute to this large project with Universities, Colleges, industries and businesses in the state of Andhra Pradesh.

Openings are at the following levels:

Level 1: State Programme Manager (1 Position)

The State Programme Manager's position is a senior lead position with independent responsibilities and deliverables. The SPM will be located in Hyderabad (or the AP State capital) to head the Knowledge Management Cell of the Andhra Pradesh University Student Skill Development Programme. The incumbent is expected to lead and manage the entire team. The State Programme Manager will work closely with the Mission Co-ordinator (Govt of AP) and the Mission Advisor (TISS). The performance of the SPM will be reviewed on a six monthly or annual basis by the Mission Co-ordinator, Mission Advisor and one or more members of the Mission Support Unit.

Educational qualification & experience: Individuals with a Master's degree or with Bachelor's degree with minimum of 8 to 10 years of experience working with Government Departments or working in collaboration with government departments in the Skill Development sector with thorough knowledge of budgets, social impact indicators, project management, team management are invited to apply. The person should have previous experience of handling large teams, ensuring delivery processes, carrying out regular reviews, monitoring expenditures and preparing annual reports. Sound knowledge of the sector, fluency in written and spoken English, computer skills in word processing, spread sheets and power point is expected. Knowledge of spoken Telugu and Hindi would be desirable.

Salary Range: 1 to 1.25 lakhs per Month (Consolidated Pay depending on relevant experience)

Job responsibilities:

1. SPM will coordinate with the Mission Co-ordinator for implementing the mission in collaboration with Government departments, Universities and colleges.
2. SPM will work closely with the entire structure of staff across districts to ensure the delivery of all the responsibilities to fulfill the objectives of the Mission.
3. The SPM has to build the operational and execution structure at all the Colleges for successful delivery of the programmes.
4. The SPM will anchor, co-ordinate and execute all the key elements of trainings of TOTs, identifying additional resource persons and build the eco-system for strengthening the programme.
5. Supporting the documentation of the Mission and best practices across districts.

Level 2: Zonal Programme Managers (4 Nos.)

Domains: Skill Development, Teacher Education, Rural Entrepreneurship

Educational development & experience: Individuals should have Masters degree with minimum of 4 - 5 years of experience of working with government departments or in collaboration with government departments and should have strong understanding of the sectors listed above from the grass roots level in terms of proposal development, research, implementation, data analysis, project management and in preparation of reports and policy briefs.

Individuals should have previous experience of handling and working in large teams, working with Training Partners, PPP collaborations and ensuring delivery processes in coordination with government Departments.

Zonal Programme managers will be second level managers reporting to Senior Project Manager.

Salary Range: 50,000 to 60,000 per Month (Consolidated Pay depending on relevant experience)

Job Expectations:

1. Zonal Managers will be responsible for handling project in about 3-4 district and is expected to stay in Districts.
2. Zonal Managers are expected to work with university colleges in respective districts and ensuring achievement of project targets.

3. Zonal Managers will be responsible for collaboration with various training partners for training in domain courses and organizations for recruitment.
4. Zonal Managers should be willing to travel alone or in teams and stay in districts and sub-districts attend to review meetings and be involved in capacity building and rapid appraisals on the field to review performance of the programme related work.
5. Zonal Managers should document the work in the sector and provide insights into the performance of the sector.
6. Zonal Managers should have expertise in word processing, spread sheets, power point, data analysis (especially for M & E position) skills, and fluency in spoken and written English. Knowledge of Telugu and Hindi is desirable.

Administrative Positions

Finance Manager

Individuals should have a M.Com or equivalent degree and a minimum of 4 years of experience in handling finance in government departments or major multi-lateral funded projects and should be well versed with all tax implications as per Government of India Norms and all essential Audit Norms. Should be conversant with Tally and Excel. Finance Manager will be totally responsible for financial management of the Knowledge Management Cell. The Finance Manager will report to the SMM.

Salary Range: 30, 000 to 40,000 per Month (Consolidated Pay depending on relevant experience)

Professional Requirements for all Posts

1. High proficiency in computer based applications such as MS Office, particularly Word, Excel and Power point is expected.
3. Good documentation skills to prepare reports, proposals, plans etc. for stake holders at all levels
4. Excellent presentation & communication skills in English, Telugu and Hindi, both spoken and written communication.
5. Excellent interpersonal and ability to interface with stakeholders

6. Ability to link up or network with corporates, organisations, institutions and NGOs
7. Willingness to learn new tools, methodologies, industry best practices for smooth implementation of the programme
8. Willingness to travel, stay in locations that may not have the best facilities is desirable.
9. Quick learning and fast situational response

Terms and Conditions of Employment

1. All positions will be filled following due processes of application, interviews and offering of appointment letters.
2. All positions are for contractual period of 2 years only , with provision of appraisal each year based on review. After completion of contract, TISS is not liable for providing jobs in any of its projects across its campuses and the applicant shall not claim any permanent position in any of the vacancies announced by TISS
3. All categories of staff will be covered by a personal medical insurance.
4. The detailed terms and conditions as indicated above will be spelt out in the appointment letters.

The Online form is generic and applicable for all positions and campuses. Please choose to fill all the mandatory fields.

Dates, Deadlines & other conditions

1. Online application process will begin from 15th April and close on 30th April 2016.
2. The application fee of Rs.500/- be paid on-line. For SC/ST/PWD candidates the fee is not applicable. 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.
3. Interviews of eligible candidates will take place between 5th to 7th May 2016.
4. Candidates are expected to join by 2nd week of June 2016.
5. The Institute reserves the right to not fill up the vacancies advertised.

6. Since the applications received may be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
7. No queries or correspondence regarding issue of call 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.
8. The Institute reserves the right to relax qualification of the candidate based on the work experience.
9. No TA/DA is payable for appearing for the interview.

The candidates are requested to apply online through the link (Apply now) provided along with this advertisement on the Institute's website www.tiss.edu

The candidates are required to take a print of acknowledgement of online application and keep it for future reference.

For any further queries write to **tisshyd-smile@tiss.edu**

Registrar

15th April 2016