

Vacancy in Transforming M Ward Project, TISS

Tata Institute of Social Sciences (TISS) initiated the Transforming M Ward Project to address the low HDI of the M East Ward. The M-East ward, one of the twenty four administrative divisions of Mumbai and home to over 8,07,720 (Census 2011) residents, is also one of the poorest areas in the city. For more details, please visit <https://www.tiss.edu/view/11/projects/transforming-m-ward/>

Applications are invited for the post of Study Centre Manager for the centre in Deonar. The appointment is contractual for 12 months and extendable based on performance of the candidate.

Job Title - Study Centre Manager

The project is managing a study centre in Deonar to promote higher education of youth from the slums. The M-Power study centre is a space for peer learning in a peaceful environment, a resource centre of books and learning materials, access to virtual resources and a space to build capacities of youth to appear in competitive exams. Special classes on maths, science, workshops on career guidance, personality development are added features of the study centre. M-Power is a collaboration between TISS and MCGM.

The Study Centre Manager will be responsible for the day to day functioning of the centre, collaboration and coordination with the various stakeholders for smooth operation of the centre, initiating and managing programs.

The Study Centre Manager reports to the Program Manager, Education

Job Description

- Coordination of M-Power Study Centre
- Preparation of Monthly activity schedule for the centre
- Address student's grievances
- Manage the membership
- Manage accounts of the centre
- Ensuring timely report generation
- Monitoring of budget utilization
- Managing project accounts
- OTHER DUTIES AS ASSIGNED

The centre has a holiday on Mondays with working hours of 12pm – 8 pm Tuesday to Sunday.

Qualifications and Skills

- Educational Qualification – Graduate /Social Work/Social Sciences/Humanities
- Experience of working with youth and education (advantage)

- Experience in administration, including report writing and financial management, such as developing and managing budgets
- Excellent interpersonal and communication skills both written and verbal
- Self-starter with ability to work with minimal supervision
- Strong organizational and delegation skills
- Able to meet deadlines and prioritize tasks
- Strong team building skills
- Computer literacy in outlook, MS Word, PowerPoint, Excel and Internet

Languages

Fluency in written and spoken English and Hindi, Knowledge of Marathi and/ or Urdu an added advantage.

Compensation: 20,000 pm

Interested Candidates send their Resume / CV to amita@tiss.edu and sabah.khan@tiss.edu with the subject **Application for the position of Study Centre Manager**

Only shortlisted candidates will be called for an interview through phone and email by the 1st of November. Last date of application will be 30th October 2017.