

1. **Title of advt.: Advertisement for the post of 'Manager – Operations' for School of Vocational Education.**
2. Advertisement No. : **TISS/SVE/February/2020/2**
3. Date of advt. (The date of posting of advt.) : **February 24, 2020**
4. Interview type (Based on scrutiny/walk in) : **Based on Scrutiny**
5. Last date of submission of applications : **March 6, 2020**

Job Title – Manager – Operation (SKP)

Brief on the Institution

In December 2011, Tata Institute of Social Sciences set up the School of Vocational Education (SVE) to provide immediate and definite interventions to improve the skill levels of millions of youth, through appropriate vocational training programmes. The target beneficiaries include organized and unorganized workforce across the industries and SVE aims to cover every individual who needs to develop employable skills. A vision of creating an ecosystem that would bring back the dignity of labour to all professions and occupations to create sustainable sources of income for the blue collar workforce and youth in the country. For more details visit our website <https://www.sve.tiss.edu/>

We are looking for a Manager - Operations who will be responsible for the overall activities of the Skill Knowledge Partners (SKP's) and ensure seamless deliverables.

Your Responsibilities:

- To supervise and manage the day to day OJT activities of the SKP's allocated
- Coordinate for their due diligence before appointment
- Ensure students are allocated to the SKP
- Ensure the SKP's provide practical training as defined
- Interact with the Trainers and Managers of the SKP
- Ensure the SKP's monitor and report the attendance of the students
- Ensure the SKP's provide stipend (if any) to the trainees in a timely manner
- Ensure the SKP's follow the standard protocol defined and align to the goals and objectives set by TISS – SVE

Your Skills:

- Total 8+ years of work experience in which min 3 years of experience should be related to client servicing and coordination
- Excellent written and verbal communication
- Excellent MS Office skills

Qualification – Minimum Bachelors Degree

Reporting to – Head of Operations

No of positions – One (Candidates from Mumbai ONLY will be eligible to apply)

Location - This position will be based in Mumbai.

Arrangement – Contract for a period of 2 years (extendable based on individual performance and business needs).

Salary Range – 6.0 – 7.0 Lakhs p.a.

Email your resume to : colet.coelho@sve.tiss.edu