

1. **Title of advt.: Advertisement for the post of 'Senior Manager – Examination & Certification' for School of Vocational Education.**
2. Advertisement No. : **TISS/SVE/February/2020/1**
3. Date of advt. (The date of posting of advt.) : **February 18, 2020**
4. Interview type (Based on scrutiny/walk in) : **Based on Scrutiny**
5. Last date of submission of applications : **February 28, 2020**

Job Title – Senior Manager – Examination & Certification

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 Senior Manager who will be responsible for the overall activities of the Examination team and ensures seamless deliverables.

Your Responsibilities:

- You will be supervise and manage the day to day overall activities of Examinations section
- Coordination with Senior Vertical Managers, Vertical Managers, SKP's, and Hubs.
- Prepare, announce and approve in advance dates for the upcoming semester and supplementary exams.
- Arrange for setting, printing and distribution of question papers.
- Arrange to distribute answer booklets and allied services to the examination centres.
- Timely publication of results, printing and distribution of grade cards.
- Arrange for the timely publication of results of examinations and other tests.
- Knowledge of computer and use of ICT in improving examination system.
- ERP and automation of Examination section.
- Review and improvement in examinations system for theory and practical.
- Preparation of annual reports, arrangements for annual convocation.
- Take necessary and appropriate decision in emergency

Your Skills:

- Total 10+ years of work experience in which min 4 years of experience should be related to examination activities
- Excellent written and verbal communication
- Excellent MS Office skills

Qualification – Minimum Bachelors Degree

Reporting to – Controller of Examination

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 – 8.0 – 9.0 Lakhs p.a.

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