



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(Deemed to be University under Section 3 of the UGC Act, 1956)

Advertisement no. - TISS/01TA/Aug2023

09th August, 2023

Last Date of Receiving Application: 30th August, 2023.

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed to be University fully funded by the University Grant Commission (UGC), Government of India. TISS offers Master Degree Programmes, M. Phil. And PhD Programmes in the field of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. TISS has Data centers and IT Service Management Centre (Software development section) to develop and manage all application required. The institute is currently looking for bright candidates to work with IT Services Management Centre for managing the software development and change request in the applications.

Applications for the post of: Technical Assistant - 1 Nos

The Technical Assistant is a contractual position and expected to assist the Technical team. Knowledge of academic activities and ability to coordinate task and manage timelines and resources. Willingness to learn and to be mentored in these areas with respect to the specific programme is essential.

Key Responsibilities:

- Co-ordinate with technical team, assign work, maintain timeline and delivery of work output.
- Create timeline and manage the work delivery on time
- Develop reports on Excel and analysis the data.
- Communication with technical team, faculty, staff and external users.
- To manage version control system with the technical team.
- Maintain work flow management and prepare documentation
- Manage website content using CMS
- Check all the change request and update the user

Qualification:

Applicants must be Graduates/ Post-Graduates

Experience:

Applicant must have four to five-yearsof experience in educational Institution and must have good analytical and spreadsheet skills. Should have minimum two-year experience in work flow management with a team.

Skills and competencies required

- Ability to meet deadlines and work on range of application and production tasks
- Proficiency in handling spreadsheets and analysis
- Ability to read/write/communicate in English and Hindi
- Good understanding about academic activities of the educational Institution.
- Manage and work with team
- Mentor and guide team member
- Should have good knowledge in CMS.

Remuneration:

Gross monthly remuneration for the position is 35,000 month. Offers shall be commensurate with the qualifications and experience. The appointment will be for an initial period of one year and it may be extended further based on the performance and availability of the post.

Note- No work from home option will be provided to this position.

All staff are required to work from TISS, Sion Trombay Road, Deonar, Mumbai Office.

The above positions will be filled on contract basis for a period of one year which may be extended based on the performance of the candidate and requirement of the institute.

How to Apply:

Please email with subject as the position applied for and attach a copy of your Resume along with certificate copies in PDF format to recruit-itsmc@tiss.edu

Candidate is expected to join within a period of 15 days from the date of intimation of selection.

For any queries, please write to recruit-itsmc@tiss.edu

Acting Registrar