



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

Advertisement No: ADVT/CC/SSPM/JULY/2018

July 26, 2018

Applications invited for post of Sr. Software Project Manager

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed 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. The institute is currently looking for bright candidates to work with the Computer Centre and thereby to strengthen the IT infrastructure.

Applications are invited for the post of **Sr. Software Project Manager** (1 position) to be filled on **contract basis** for a period of one year extendable based on work performance of the candidate and requirement of the Institute

The Tata Institute of Social Sciences is looking for a dynamic and performance driven individual with excellent project management skills to drive the Institute's Software Projects

Location: Mumbai

Minimum Qualification: B.E./ B.TECH in any discipline/MCA

Desired qualification: MBA

Experience/ Desired Skills/ Certifications:

- At least 8 years of experience in software project management which includes Budgeting, Business analysis, People Management, Change Management, Risk Identification and Mitigation, Training and Documentation, Mentoring.
- Skills to design software architecture and knowledge in networking
- Applicants must have extensive experience in managing projects involving both proprietary as well as open source softwares
- Extensive experience in AGILE project management would be an added advantage
- Experience in handling projects, change management, business analysis would be an added advantage
- Ability to train diverse stakeholders on IT.

Responsibilities:**Project Management:**

- Business analysis, budgeting for in-house as well as outsourced projects
- SRS preparation for in-house projects
- Review the need of resources and skills and plan for skill development programs in IT
- Recruitment process management for recruiting in-house development team.
- Oversee the Management of IT hardware resources required to run software applications
- Management of human resources to deliver software products
- Ensure that the softwares are delivered as per schedule without exceeding the budget
- Review and ensure quality of the software products delivered
- Ensure that the software products are delivered in compliance with the SRS
- Ensure the effective use of version control systems for software development.
- Interface with system administrators to ensure regular system maintenance, upgradation of softwares and backup of systems/ databases, license management
- Risk identification and it's resolution after discussion with top management
- Handle escalations
- Manage the in-house software development team
- Status Report Preparation and review meetings with the top management.
- Consultation for external projects undertaken by the Institute having software component

Vendor Management:

- Vendor selection process and negotiation process for outsourced software projects
- Vendor management for outsourced software projects
- Preparing and Maintaining SLA/ Contracts
- Ensuring compliance with the SLA/ Contracts
- Reviewing of SRS prepared by vendors
- Interface between vendors and various stakeholders in the institute for effective business analysis and product delivery
- Interface between vendors and the in-house development team for effective systems integration

Training and Mentoring:

- Mentor and conduct training programs for the development team
- Manage and mentor an in-house development team to deliver in-house projects
- Manage and Mentor the team that provides end-user support

SALARY: Rs 80,000 – Rs 90,000 per month (consolidated pay)

LAST DATE OF RECEIPT OF APPLICATION : August 6, 2018

Interview: Eligible candidates will be communicated by an e-mail and mobile phone to

appear for interview which will be conducted in second or third week of August 2018 at TISS, Mumbai.

APPLICATION FEE: The application fee of Rs. 1000/- be paid on-line. The application will be valid only on receipt of the application fee. Fees once paid shall not be refunded under any circumstances.

OTHER CONDITIONS:

The Institute reserves the right to -

- (a) relax any of the requirements with reference to age and experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, in a University/research institution of repute,
- (b) invite persons for interview who may not have applied for as per the above procedure, or to not to fill up the vacancy advertised;
- (e) since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience shall not entitle a person to be called for written test, making a presentation and interview
- (f) the Institute reserves the right to restrict the candidates to a reasonable number on the basis of qualification and experience higher than the minimum prescribed as decided by the duly constituted Screening Committee
- (g) No queries or correspondence regarding issue of call letter 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.
- (h) No TA / DA is payable for appearing for the interview
- (i) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

The candidates are requested to apply online through the link <http://recruitment.tiss.edu>.

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

Dy. Registrar (P&A)