

**Position:** Project Officer

**Department:** Centre for Social Entrepreneurship, School of Management and Labour Studies, Tata Institute of Social Sciences, Mumbai

**Reporting:** Chairperson, Centre for Social Entrepreneurship

**Duration:** Initial period of 6 months extendable up to 18 months subjected to the satisfactory performance

**Preferred Academic Qualifications:** Minimum Graduate degree in any stream, preferably with 3 years of work experience in the field of Business development/CSR/Marketing/Project Management

### **About Centre for Social Entrepreneurship**

Centre for Social Entrepreneurship was set up in 2007 under the School of management and Labour Studies at Tata Institute of Social Sciences, Mumbai. The Centre offers a full time two years Masters Programme in Social Entrepreneurship. To nurture the aspiring social entrepreneurs at TISS, it has also set up an Incubation Centre established under the Innovative Scheme of University Grants Commission. It has created a strong network also successfully setup up rural incubators in partnership with organisations with similar vision.

The Centre also helps the corporates in designing innovation CSR models keeping Social Entrepreneurial approach at the core.

### **Job Role:**

- Co-ordination and Monitoring for 18 month training programme for Social Innovators at various technological institutes across India and supported by Biotechnology Industry Research Assistance Council (BIRAC), a GOI enterprise.
- Cross functional co-ordination within TISS for smooth execution of the project.
- Coordination including timely reporting with BIRAC team
- Overall monitoring an review of the entire project involving all the stakeholders of the project
- Exploring the external partnerships to create support environment for the innovators
- Rigorous follow-up to finalise the partnerships
- Create operational framework to successfully execute the partnerships with external agencies

### **Competencies required:**

- Excellent Writing, Interpersonal, Presentation and Management skills,
- Enthusiastic and Self-motivated
- Excellent Team worker

**Salary:** Maximum up to INR 40, 000/- per month

**How to apply:** Submit detailed bio-data and a Statement of Purpose at email ID [tiss.cse@tiss.edu](mailto:tiss.cse@tiss.edu) latest by March 15, 2018