



TATA INSTITUTE OF SOCIAL SCIENCES

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

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

TISS/ADVT/ADMIN/SPM/LMRF/MAY/2022

05 May 2022

Non Teaching position for Labour Market Research Facility (LMRF), School of Management and Labour Studies

Tata Institute of Social Sciences (TISS), established in the year 1936 was conferred the status of 'Deemed to be University' in the year 1964, under Section 3 of the UGC Act, 1956. TISS is a centrally funded Deemed to be University under University Grants Commission (UGC), Ministry of Education (MoE), Govt of India (GoI), and operates from its main Campus in Mumbai and OffCampuses at Tuljapur, Guwahati and Hyderabad. The Institute is ranked among the top 40 Indian Universities (37th rank- NIRF 2021) and its Social Work study program bagged the First rank in India Today College Survey for fourth year in a row.

Currently, the Institute offers over 50 Masters' Degree programmes and 16 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labor Studies, Media and Culture, Applied Psychology, Disaster Studies, Habitat Studies among others. BA degree programs in Social Sciences and Social Work are also offered from its Off Campuses.

TISS provides excellent work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action and policy. The Institute nurtures multiple research collaborations with some of the best universities and institutions nationally and across the globe.

The School of Management and Labour Studies has 5 Centres in (I) Social and Organisational Leadership; (ii) Human Resources Management and Labour Relations; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance and also Labour Market Research Facility (LMRF).

The LMRF invites interested candidates to apply for the position to be filled on contract for a period of 12 months initially and to be extended based on performance of the candidate and requirement of the institute.

Position: Senior Program Manager

Brief About Labour Market Research Facility

Labour Market Research Facility is an independent research and outreach centre within the School of Management and Labour Studies in TISS. LMRF is a think tank centre that specializes in areas of sustainability, circularity, big data analytics, research consultation, micro, and macro labour market analysis, and conducting field-based research and policy studies in connection with labour and business. The LMRF is actively engaged in policy advocacy in areas such as formal and informal work, skill development, technology and labour, internal and external labour market, and livelihoods.

Along with the research, consultancy, policy contributions LMRF anchors three academic programs

1. Executive Post Graduate Diploma in Analytics
2. MA/MSc in Analytics
3. BS in Analytics and Sustainable Studies
4. Faculty Development Programs

Job Description:

We are looking forward to a candidate

- Experienced in managing academic programs as well as research, development and consultancy initiatives of the centre.
- Proactive leadership in relationship management
- Excellent connection with business organisations, non-governmental and civil society organisations
- Ability to work in multiple teams of diverse expertise and coordinate with the institute and LMRF
- Ability to understand the administrative technicalities of the institute and collaborating organisations
- Basic understanding of Data Analytics and Sustainability concepts and the scope in terms of academic programs and research engagements
- Demonstrated capabilities of facilitating students' career advancement and placement processes.
- Basic understanding of the analytical platforms and their technical requirements
- Advanced operational knowledge in technical documentation processes and templates
- Expertise in coordinating virtual/ hybrid learning process and operational aspects of virtual learning platforms
- The working days will be Monday to Saturday

Educational Qualifications: Good academic record with at least 55% of the marks or an equivalent grade of 'B' in the 7 point scale with letter grades O, A, B, C, D, E and F at the Master's Degree in social sciences/ Management.

Minimum 10 years of experience in managing academic programs/projects

Remuneration:

Consolidated Pay of INR 1,00,000/- (Rupees One Lakh) per month

General Conditions:

- The Institute reserves the right to relax qualifications of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute.
- The Institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.

- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- The post is unreserved, but candidates belonging to reserved category can apply.
- 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.
- The candidate under employment must produce 'No Objection Certificate' from their employer to appear for interview.
- No TA/DA is payable for appearing for the interview.
- 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).

Application Fee: The application fee of Rs. 1000/- be paid on-line. The application fee for SC/ST/PWD candidates will be Rs. 250/- if they attach the required certificate to the online application form. The women applicants are waived from payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid shall not be refunded under any circumstances.

The candidates are requested to apply online through the link **(Apply Now)** provided along with this advertisement on the Institute's website at www.tiss.edu.

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

The last date for submission of online applications will be 20th May, 2022.

The shortlisted candidates will be sent a call letter and link for the online interview.

Verification of documents: The shortlisted candidates are required to send scanned copies of their coloured passport size photograph, self-attested photocopies of relevant certificates in support of the essential qualification & experience. Original certificates will be verified only for the selected candidate at the time of appointment

Note: The selected candidate has to join the post with in 15 days on intimation of selection.

Sd/-

Registrar