



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/ADMN/SPM/DEC2017

ADVERTISEMENT FOR THE SHORT-TERM POSITION OF SENIOR PROGRAMME MANAGER (ONE POSITION) AT TISS, MUMBAI FOR THE MINISTRY OF RURAL DEVELOPMENT SPONSORED PROJECT, CERTIFICATE COURSE IN SOCIAL ACCOUNTABILITY AND SOCIAL AUDIT

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 50 Master Degree Programmes in a range of Socially relevant interdisciplinary of Social Work, Social Sciences, Health Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme, a high degree of freedom and autonomy to shape the positive work ethos and creativity of the Institute. TISS offers a very challenging & fulfilling academic environment and opportunities for those committed to creating a just society through education, generation of knowledge and field action.

The Ministry of Rural Development, MGNREGA Division has entrusted TISS to develop a standardized training module on Social Accountability and Social Audit to train and certify master trainers identified by the Ministry for conducting trainings on social audit. Additionally, TISS is responsible for the supervision, monitoring, assessment and certification of the training of state, district and block resource persons attached to state social audit units in 28 states. Initiated in July 2016, the project is scheduled to end in December 2017. Project may be extended for a few months till all states complete the training. The project is based in the Centre for Community Organization and Development Practice in the School of Social Work, TISS, Mumbai Campus.

SENIOR PROGRAMME MANAGER (ONE POSITION)

Qualification & Experience:

The candidate must have a post graduate degree in Social Sciences and at least 5 years experience at a reputed academic institution preferably in positions that involved designing curriculum and preparing teaching and learning material. They need to have excellent communication and interpersonal skills to manage a diverse team of stakeholders. Knowledge of at least one southern language (Tamil/Kannada/Malayalam/Telugu) in addition to Hindi and English will be an added advantage.

Key Roles and Responsibilities:

The Senior Programme Manager is expected to coordinate a small team at TISS and provide overall supervision and guidance for the implementation of the certificate course by communicating with a range of stakeholders at the Ministry of Rural Development, Government of India (New Delhi), National Institute of Rural Development & Panchayat Raj (Telangana), State Social Audit Units, State Institutes of Rural Development and Civil Society Organizations. The job requires collation of large volumes of curriculum evaluation and monitoring data, and administrative work. Extensive travel on short notice is also required to match state level training calendars.

Monthly Remuneration: Rs. 70,000/- (including HRA). The position is contractual for the duration of two months starting December 20, 2017.

Other Conditions:

- The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview who may not have applied for the vacancy as per the above procedure.
- 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 position 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 of the post.
- The institute reserves the right to relax qualification of the candidate based on the work experience.
- 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).

Interested candidates are encouraged to apply with detailed CV and cover letter to the following address: sa.tp@tiss.edu by December 15, 2017.

Selected candidates will be informed about the date and time for a telephonic interview.