



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.

Vacancy for Programme Manager in National University Students' Skill Development Programme (NUSSD), TISS

Tata Institute of Social Sciences (TISS) has embarked on an innovative skill development programme for university students. TISS has collaborated with 11 Universities in 9 states to help aspiring students gain skills that make them employable; skills that could help secure their future, and give them an equal chance at a sustainable job or livelihood. For more details, please visit <http://nussd.tiss.edu/>

Applications are invited for the post of Programme Manager in NUSSD project. He/ She is expected to look at NUSSD operations at Central Office, Mumbai . The Programme Manager is expected to lead by an example and exhibit strong leadership skills. Strategizing and speed of execution would be key areas of focus. He/ She will have to be highly mobile across India for visiting and reviewing NUSSD program.

The appointment is on tenure for 12 months and extendable based on performance of the candidate.

Number of position: 1

Location : Mumbai

Salary: Rs. 40,000 - Rs. 45,000 per month

Job Type: Full-time

Professional Requirements:

1. The candidate must hold a Masters degree in Social Sciences or Post-graduate in Management with minimum **8 - 10 years** of experience in implementing projects with social impacts. Should have worked in a complex organization and handled multiple teams with critical deliverables
2. High proficiency in computer based applications such as MS Office, Internet etc.
3. Good documentation skills to prepare reports, proposals, plans etc. for stakeholders at all levels
4. Excellent presentation & communication skills in English and Hindi, both spoken and written communication.

5. Excellent interpersonal and ability to interface with stakeholders: students, teachers and staffs at all levels
6. Ability to link up or network with corporate, organizations, institutions and NGOs

Duties & responsibilities:

1. Work with NUSSD to create expansion plan for the program and lead the implementation. Keep Director of NUSSD updated on the progress on regular basis.
2. Set up the policies and procedures for various operating aspects of the NUSSD program such as performance management, program delivery and reward/ recognition.
3. Ensure that a cost effective model for implementation is devised for the program.
4. Ensure that processes are in place for monitoring and reviewing program delivery. Responsible for on-time and smooth delivery of the courses at the college.
5. Standardize processes and leverage best practices across colleges to bring efficiencies and effectiveness in the program.
6. Monitor closely on boarding of colleges for NUSSD program. Oversee the agreements over implementation of program at college level.
7. Motivate and encourage the Programme Officers to meet the targets envisaged for NUSSD involves student enrollment, trainer and program officer retentions.
8. Work on the engagement matrix for the field staff and various key stakeholders such as students, trainers, program officers, managers, etc. Ensure that appropriate monitoring is in place.
9. Lead the MIS and technology initiatives and ensure that they are delivered in a timely manner.
10. Prepare monthly progress reports highlighting key issues/challenges encountered and way forward for the month
11. Coordinate with stakeholders such as University, College, NSS and create a mechanism to share regular updates with stakeholders.
12. Network with companies, organisations, institutions, NGOs, Government department and connect them with Program Officers to facilitate field visits, internships, job placements etc.
13. Develop a comprehensive fund raising strategy and reach out to Corporate and Govt. for financial support

Interested candidates may send their Resumes/CVs along with their letter of interest explaining in not more than 350 words each on the following questions:

1. What drives your interest in working for this project?
2. What would be your approach to working with a diverse set of stakeholders? What are the skills you possess which will make you well suited for this role?

Kindly apply with the subject line – ‘Application for the position of Programme Manager, NUSSD’ and email it to cv-nusssd@tiss.edu

Last date of receiving application: June 20, 2016, Till 5:00 PM
Shortlisted candidates will be called for an interview through phone and email.

The selected candidates have to join immediately.