

03.02.2023

**Name of the Post :** Part- Time PROGRAMME MANAGER for Counselling Skills Programme, Centre for Lifelong Learning, School of Social Work, TISS Mumbai

**Location : Mumbai**

**Duration :** 7 months (February 2023 onwards)

**Nature of Engagement :** Part- Time

**Remuneration :** INR 27,000 /- per month

**Last Date of Application :** 12th February, 2023

The Centre for Lifelong Learning, School of Social Work is looking for a Program Manager for Counselling Skills Programme ( which includes Certificate, Diploma and P. G. Diploma – classes are held in the evening from Wednesday to Friday evening and Saturday full day).

**Job Description :** The Program Manager will be assisting Faculty Coordinator in smooth conduction of the courses.

1. Assist in teaching
2. Supervision
3. Evaluation of student transcripts, assignments, exams
4. Assist faculty in smooth coordination of the courses
5. Coordinating with the participants, keeping track of their attendance, assignment submissions, exams.
6. Managing academic, administrative and financial processes for implementation of the project.
7. Any other tasks assigned by the

**Essential Qualifications :**

1. Post Graduate in Counselling Psychology/ Social Work ( Mental Health or Medical and Psychiatric Social Work) with minimum of 2 years of work experience
2. Relevant training and work experience in Mental health
3. Good communication skills in English and Hindi.
4. Dedicated towards shaping young learners with relevant trauma focused/ trauma informed skills in teaching and supervision
5. Candidates with M.Phil/ Ph.D would be preferred

**Application Procedure:**

Please send the following documents by email to [lata.das@tiss.edu](mailto:lata.das@tiss.edu) with the Subject Line: “Application for Part Time Program Coordinator”:

1. A cover letter, including candidate’s suitability and motivation for the post
2. Updated curriculum vitae

The institute reserves the right to invite candidates for an interview. Only shortlisted candidates will be intimated.

The selected candidates will be expected to **join immediately.**