



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

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

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

TISS has entered into a MoU with the Govt of Andhra Pradesh to deliver the Andhra Pradesh University Students Skill Development Programme, which is spread across 100 colleges in 13 districts of Andhra Pradesh¹. The programme is well into the third year of implementation. It is planned to set up a Project Office in Vijayawada with a State Programme Manager and a lean administrative team supporting the office.

Applications are invited for the post of **State Programme Manager** to be based at **Vijayawada**. The SPM 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 the assigned State for visiting and reviewing the programme. The SPM will work closely with the Commissioner, Collegiate Education (Govt of AP) and the Project Director, NUSSD, TISS, Mumbai. The performance of the SPM will be reviewed on a six monthly or annual basis by the Project Director, NUSSD.

Number of position: 1

Location: Vijayawada, Andhra Pradesh

Experience: At least 7 - 10 years of work experience after graduation.

1 <http://www.ap.gov.in/wp-content/uploads/2015/10/AP-signs-MoU-with-TISS-5-9-2015.pdf>

Salary: Approx. **Rs.75,000** (negotiable based on experience and last drawn salary)

Type of Contract: Temporary / Project staff (For a period of One year)

Professional Requirements:

- Master's degree with minimum of 7 to 10 years of experience working with Government Departments or working in collaboration with government departments in the Skill Development sector
- Thorough knowledge of budgets, social impact indicators, project management and team management.
- Experience of handling large teams, ensuring delivery processes, carrying out regular reviews, monitoring expenditures, preparing annual reports, proposals & plans for stakeholders is a must.
- Knowledge and prior experience in building industrial collaborations, tapping on CSR funding support and prior experience in carrying out student job placements.
- High proficiency in computer based applications such as MS Office, particularly Word, Excel and Power point is expected.
- Excellent presentation & communication skills in English, Telugu and Hindi, both spoken and written communication.
- Excellent interpersonal skills and ability to manage all the project deliverables, interface with stakeholders, corporates, organisations, institutions and NGOs
- Willingness to travel, stay in locations that may not have the best facilities is desirable.

Job responsibilities:

1. SPM will coordinate with the TISS Project Director, the Secretary, Higher Education and the Commissioner, Collegiate Education, Govt of Andhra Pradesh for implementing the mission in collaboration with Government departments, Universities, colleges and industries.
2. SPM will work closely with the entire structure of staff of the Commissioner, Collegiate Education, College Principals, JKC Coordinators, Zonal Managers, Industries and other stakeholders, across districts to ensure the delivery of all the responsibilities to fulfill the objectives of the Mission.
3. SPM has to build the operational and execution structure at all the Colleges for successful delivery of the programmes.

4. SPM will anchor, co-ordinate and execute all the key elements of trainings of TOTs, identifying additional resource persons and build the eco-system for strengthening the academic and domain skill components of the programme
 5. SPM will develop all the industrial collaborations for student domain skill training, especially the field based-on job – internship learning.
 6. SPM will identify and work in close collaboration with resource persons across all the districts to extend support to the programme.
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1. Supporting the documentation of the Mission and best practices across districts.

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 State Programme Manager - Andhra’ and email it to cv-nussd@tiss.edu

Last date of receiving application: 30th March 2018, till 5:00 PM

Shortlisted candidates will be called for an interview through phone and email.

The selected candidates have to join immediately.

Project Leader