



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 Zonal Programme Manager (ZPM) 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://nussd.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 **Zonal Programme Manager** to be based at **Vijayawada**. The ZPM 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 Region for visiting and reviewing the programme.

Number of position: 1

Locations: Vijayawada

Experience: At least 4 - 5 years of work experience after graduation.

Salary: Approx. **Rs.45,000 - 60,000/-** (As per Experience)

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

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

Hierarchy: Zonal Programme Managers will be second level managers reporting to State Programme Manager.

Professional Requirements:

- Master's degree with minimum of 4 to 5 years of experience working with Government Departments or working in collaboration with government departments or in collaboration with government departments.
- Strong understanding of of the *Skill Development, Teacher Education, Rural Entrepreneurship Sector* from the grass roots level in terms of proposal development, research, implementation, data analysis, project management and in preparation of reports and policy briefs.
- Individuals should have previous experience of handling and working in large teams, working with Training Partners, PPP collaborations and ensuring delivery processes in coordination with government Departments.
- 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 and ability to interface with stakeholders, corporates, organisations, institutions and NGOs
- Willingness to learn new tools, methodologies, industry best practices for smooth implementation of the programme
- Willingness to travel, stay in locations that may not have the best facilities is desirable.

Job responsibilities:

1. Zonal Managers will be responsible for handling programme in about 3-4 districts and cover the colleges located in these districts to monitor the implementation and performance of the programme and is expected to stay in one but travel to the other Districts under his/her jurisdiction.
2. Zonal Managers are expected to work with university colleges in respective districts and ensuring achievement of project targets.
3. Zonal Managers will be responsible for collaboration with various training partners for training in domain courses and organizations for recruitment.

4. Zonal Managers should be willing to travel alone or in teams and stay in districts and sub-districts attend to review meetings and be involved in capacity building and rapid appraisals on the field to review performance of the programme related work.
5. Zonal Managers should document the work in the sector and provide insights into the performance of the sector.
6. Zonal Managers should have expertise in word processing, spread sheets, power point, data analysis (especially for M & E position) skills.

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 that will make you well suited for this role?

Kindly apply with the subject line – **'Application for the position of Zonal Programme Manager – Vijayawada, Andhra Pradesh'** 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. Candidates who are found suitable will be part of a roster and will be called upon in case of future vacancies.

The selected candidates have to join immediately.

Project Leader