



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

ADVT. REF. NO.TISS/May/2018

**TISS Invites applications for positions
Under Higher Education Leadership Academy (HELA) Curriculum
Reforms and Centre for Academic Leadership and Education
Management (CALEM)**

Tata Institute of Social Sciences, Mumbai seeks applications from bright, committed, high quality professionals for the following positions on temporary basis under Higher Education Leadership Academy (HELA) Curriculum Reforms, a component under Rashtriya Uchcharat Shiksha Abhiyan (RUSA) and Centre for Academic Leadership and Education Management (CALEM) for Centre for Public Policy and Governance.

1. Senior Administrative Manager

Positions : Three

• **Qualifications :**

- Candidates who have passed graduation in any discipline having good command over spoken and written English.
- At least 10-25 years of post-qualification experience of having worked in administrative positions. Candidates with in work experience in Government/ International/ Autonomous agencies will be preferred.
- Age limit : 28 – 50 years.

• **Skills**

- Excellent Organizational Skills
- Ability to work under pressure and meet deadlines
- Good Communication and Interpersonal Skills
- Problem Solving and ability to negotiate with multiple stakeholders
- Ability to multitasking on multiple projects
- Good Knowledge of market trend in respect of operation management and procurement management
- Working capacity with Computers- Windows, Outlook and Internet
- Good knowledge of English and Hindi
- Ability to grasp concepts and situations, adaptability in dealing with changing environments
- Strong qualitative and quantitative analytical skills

- Ability in ICT usage.
- **Job Description**
 - Manage day-to-day administrative functions/ office communication
 - Manage logistics (travel, stay, programme venue) as required for activities and team members
 - Organizing meetings and conferences
 - Maintaining data-base
 - Bills verification / settlement
 - Coordinate with different Ministries and State Governments on administrative and logistical issues
 - Co-ordinating training programs/Seminars/Conferences
 - HR Management - Recruitment process - Preparation of notifications/ advertisements, shortlisting of eligible candidates, arrangement of interview, Exit formality etc.
 - Operation Management, Procurement Management, i.e. Vendor management, Request for information (RFI), Request for Quotation (RFQ), Request for Proposal (RFP) etc.
- **Compensation**
 - The successful candidate will be offered a consolidated sum of Rs. 50,000/- to Rs. 75,000/- per month.
The compensation and grade will be decided on the basis of qualification and work experience.
- **Job location**
 - Mumbai

2. **Senior Accounts Manager - Special Projects / Senior Accounts Executive**

Positions : Two

- **Qualifications** :
 - Candidates who have passed bachelor / masters degree in Commerce discipline having good command over spoken and written English.
 - At least 8-10 years of post-qualification experience of having worked in Finance / Accounts departments. Candidates with in work experience in Government/ International/ Autonomous agencies will be preferred.
 - Age limit : 28 – 50 years.
- **Skills**
 - Excellent Organizational Skills
 - Ability to work under pressure and meet deadlines
 - Good Communication and Interpersonal Skills
 - Pleasant personality
 - Working capacity with Computers- Windows, Outlook and Internet
 - Knowledge of ERP is must
 - Good knowledge of English and Hindi

- Ability to grasp concepts and situations, adaptability in dealing with changing environments
 - Knowledge of database management and data entry operations
 - Proficiency in documentation
 - Ability in ICT usage
- **Job Description**
 - Vendor Management & Processing the invoices for all the vendors
 - Maintaining project/work related documents
 - Initiating for the renewal of various Service Agreements.
 - Ensuring compliance of Tax laws
 - Initiating foreign transfers
 - Preparation of Statements and Utilization certificates as required
 - Assisting with audit queries
 - Reconciliation of advances issued to staff and follow up on the same
 - Budgeting and creation of new projects in the accounting system
 - Payroll processing and calculation of Income Tax
 - Resolving queries raised by vendor and stake holders.
- **Compensation**
 - The successful candidates will be offered a consolidated sum of Rs. 45,000 to Rs. 60,000 per month.
The compensation and grade will be decided on the basis of qualification and work experience.
- **Job location**
 - Mumbai

All the appointments will be on temporary basis.

Candidates should submit a covering letter mentioning the name of the specific post applied for and how the candidates are best suited for the job along with detailed CV.

Candidates should provide two references with their contact details.

Interested candidates may submit their CVs and Letter of Intent by 24th May, 2018 to The Chair, Higher Education Leadership Academy (RUSA), TISS, Mumbai.

Email: applytohela@gmail.com

Shortlisted candidates shall be contacted for interview.

No queries or correspondence regarding issue of call letters for interview/ selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration of the post.

Kindly note that travel or accommodation related with interview attendance will not be reimbursed.

Project Leader
