



**TATA INSTITUTE OF SOCIAL SCIENCES**

**V.N. Purav Marg, Deonar, Mumbai 400 088**

(A Deemed University under Section 3 of the UGC Act, 1956)

**TISS/ADVT/LMRF /January 2019**

**January 8, 2019**

**Non Teaching position for Labour Market Research Facility (LMRF), School of Management and Labour Studies**

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 53 Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

The School of Management and Labour Studies has 5 Centres in (i) Social and Organisational Leadership; (ii) Human Resources Management and Labour Relations; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance and also Labour Market Research Facility (LMRF).

The LMRF invites interested candidates to apply for the position to be filled on contract for a period of one year initially and to be extended based on performance of the candidate and requirement of the institute.

**Programme Manager (one post)**

**Monthly remuneration:** Rs. 60000/- per month (commensurate with qualification and experience)

**Qualification** – Good academic record with at least 55 % of the marks or an equivalent grade in a point scale wherever grading system is followed at the Master's Degree in Social Sciences / Management (or equivalent). The candidate must have minimum 5 years of work experience in the relevant field.

**Desired Qualification:**

- Knowledge about learning technologies like R software, Python, Hadoop, Map reduce, Spark, Cloud, Relational Databases, SPSS, STATA, SAS, and GIS.

- Experience in partnering with industry and other professional bodies for research funding and grants.

Preference will be given to candidates having minimum 5 years of work experience in (i) Analytics field and education industry (ii) experience in organising and conducting Management Development Programmes.

**Key Roles and responsibility:**

The Programme Manager at LMRF is responsible for effective management of all the activities anchored in multiple cities including the current centres at Mumbai by having overall view of vision of LMRF. S/He is also responsible for Planning, organizing, managing and ensuring the execution of the upcoming plans, projects and aspirations of LMRF ensuring that substantive work programmes and programmed activities are carried out smoothly in a timely manner;

S/He is the face of LMRF and is expected to act responsibly in building and maintaining the brand through all the activities undertaken.

Coordinating with various teams of LMRF to ensure the smooth execution of the planned activities of the teams and being the centre point of communication and trouble-shooter.

Coordination with the marketing and the promotion teams for widening the reach of the activities and the Programmes of LMRF.

Reviews effectiveness of outreach strategies and other activities, with a view to enhancing the effectiveness on an ongoing basis;

S/He manages the financial aspects of the LMRF including budgeting for the activities, programmes and conferences as per the input from the programme coordinator and ensures the smooth flow of fund for the uninterrupted execution of the activities of LMRF.; Coordination with technical support team for resolving any technical issues arising, thus should manage the functioning of the LMRF uninterrupted.

The key responsibilities includes managing the Executive Postgraduate Diploma in Analytics of programme of LMRF at Mumbai. This requires Coordination with coordinators at Mumbai and other locations, guiding them regularly and connecting time and again by being the centre point of communication and trouble-shooter.

S/He has to ensure management of smooth running of the Executive Post Graduation Diploma in Analytics by co-ordinating with the participants, faculty, staff members and administration including ensuring the smooth delivery of a coherent and enriching curriculum so as to create an enhanced learning environment for the participants and also the facilitators .

S/He manages the programme completely, right from the Promotion of the Programme, admission procedures for the upcoming Cohorts/batch till the convocation of the batch; Own the responsibility of the batches in such a manner that s/he is perceptive of the personality, moods

and traits of the batches and in consultation with the Programme Coordinator takes proactive steps to maintain and enhance engagement and fulfillment of the learners

S/He is expected to be present during the sessions happening during the weekends for the executive programme and to ensure the smooth functioning of the classes. Along with this the position also entails crucial administrative responsibilities that form the core of the activities on which the initiatives of the LMRF is heavily dependent for success. The overall nature of work can be divided into Four main components: Management, coordination, administrative and logistical where S/he will have to simultaneously manage communication with various stakeholders including corporate and business community, resource Persons engaging with LMRF and the participants of the executive programme, faculty and staff of TISS administration.

But it must be stressed that the main priority is for the programme manager to continually think of novel, unique and innovative means to ensure increasing quality in service delivery of the overall experience.

**Application fee:** The application fee of Rs. 500/- be paid on-line. The SC/ST/PWD candidates will be waived from the application fee if they attach the required certificate to the online application form. The application will be valid only on receipt of the application fee for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

**Other Conditions:**

1. The institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
2. Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview; Only shortlisted candidate will call for interview;
3. 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 for the post;
4. No TA/DA is payable for appearing in the interview.
5. In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).
6. The candidates are requested to apply online through the link (Apply now) provided along with this advertisement on Institute's website [www.tiss.edu](http://www.tiss.edu).
7. The candidates are required to take a print of acknowledgement of online application and keep it for future reference.

8. The candidates have to bring their original certificates of their educational qualifications and work experience for verification while appearing for the Test/interview or before joining the post, if selected.

**Important Dates:**

Last date of Receipt of on line Application: **January 23, 2019.**

Short-listed candidates will be called for interview with in a week.

Selected Candidates are expected to join within 10 days of their selection.

**Dy. Registrar (P & A)**