



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 Programme Lead in National University Students' Skill Development Programme (NUSDD), TISS

Tata Institute of Social Sciences (TISS) has embarked on an innovative skill development programme for university students called the National University Students' Skill Development (NUSDD) Programme. The NUSDD Programme aims to help aspiring students gain skills that make them employable; skills that could help secure their future, and give them an equal chance at a sustainable job or livelihood. For more details, please visit <http://nusdd.tiss.edu/>

Applications are invited for the post of **Programme Lead** for a specific state in India. He/ She is expected to look at executing and expanding NUSDD operations within the state. The **Programme Lead** is expected to lead by an example and exhibit strong leadership skills. Strategizing and speed of execution would be key areas of focus.

Number of position: 1

Locations: Mumbai , Jharkand, Chattisgarh, Jodhpur

Duties & responsibilities:

- 1.** Work along with the Operations Lead and Program Officers in the State to onboard a college for NUSDD program. Get involved in reaching agreements over implementation of program at college level and to understand the expectations.
- 2.** Provide guidance and mentoring to program officers for achieving the objectives.
- 3.** Understand the training needs of program officers and ensure that they are provided with right support for implementation of the program at each college level.
- 4.** Review the implementation progress of the program and keep Operations Leader updated as per agreed frequency
- 5.** Visit the colleges (both announced as unannounced) where the program officers are operating. Provide operational support and guidance on problem solving. Be available on phone to assist ad hoc requests received.

6. Work with Operations Lead and aid program officer in selection of trainers and influence the implementation positively
7. Discuss root causes for drop outs and agree the target and plan with Program Officer and Operations Lead.
8. Build partnerships with the college and other external stakeholders
9. Regularly share feedbacks from the program with the Operations Lead.
10. Regularly review the status of the programme and ideate on new initiatives and plans along with the Program Officers and Operations Lead. Suitably guide the Program Officers on implementing the initiatives after receiving approvals from the Operations Lead.
11. Prepare performance reports of the program officers and agree action plans with the Operations Lead. Meet with the program officer to review his professional objectives and areas of improvement.
12. Create the marketing plan for industry for the region
13. Meet with companies to present the program and secure commitment to be a Partner in the Program
14. Track Progress of Industries Identified but not yet visited, Industries visited and follow ups, Industries already engaged and Industries that drop out
15. Manage feedback requests for hires and Interns
16. Manage feedback requests for classes
17. Meet regularly with the Industry Partnership Leader to share status and results of industry program activities.
18. Responsible for monitoring and checking quality of the program

Skills required: *(e.g. good analytical and reporting skills, etc.)*

- Computer literacy
- Analytical and strategic thinking
- Effective communication in English and local language (Written and Verbal)
- Networking
- Marketing and negotiation
- Delegation
- Coordination amongst various stakeholders

Education & Experience: The individual is expected to preferably have a master degree in Social Sciences and at least 5-6 years of experience in implementing projects social impact. Highly preferable to have experience in marketing and sales working in industry.

Salary: As per Experience

Type of Contract: Temporary / Project staff

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 innovation / best practices would you bring to NUSSD to ensure effective execution of the programme in the specific state ?

Kindly apply with the subject line – ‘Application for the position of **Programme Lead, NUSSD**’ and email it to cv-nussd@tiss.edu

Last date of receiving application: September 20th, 2017, till 5:00 PM

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

The selected candidates have to join immediately.