



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

Tata Institute of Social Sciences (TISS) has embarked on an innovative skill development programme for University students. TISS has collaborated with 11 Universities in 9 States 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://nusssd.tiss.edu/>

Applications are invited for the post of **Programme Officer and Trainer** in NUSSD project.

The **Program Officer and Trainer** is a key individual in charge of implementation and rolling out NUSSD program at the selected colleges. He/she is required to coordinate and mobilize various stakeholders towards successful establishment of the program and enhance the program in partnership with key stakeholders such as Students, Trainers, College management and Central office.

Duties & responsibilities :

As a Programme Officer :

- Work along with the Central team and Director NUSSD to onboard a college for NUSSD program. Get involved in reaching agreements over implementation of program at college level and to understand the expectations.
- Prepare an implementation plan for the program in agreement with College management and Central office NUSSD.
- Work with college administration to enrol students as per the targets agreed with Central office. Ensure that enrolments are done based on the Enrolment policy. Progress is reported to Central office at agreed frequency. Ensure support of parents/guardians.
- Work with Program Manager, College management and Central office to identify subject matter experts for delivering course material by leveraging the available trainer database. Also, create a database of experts from academia, industry, government, autonomous bodies and civil society who are willing to take course modules including lectures, tutorials and field work for future purpose.
- Coordinate training of trainers (ToTs) programmes for identified trainers and work with Central office to set up ToTs.
- Responsible for on-time and smooth delivery of the courses at the college.
- Schedule classes and field works so that desired credits /no of hours

of training gets completed on time. Work with Student Committee regarding class schedule

- Be a strong contact point for the involved stakeholders. Take initiatives and build local engagement model with students, College Management and trainers to keep them motivated to enrol and continue the program.
- Identify root causes for drop outs and agree the target and plan with Manager and Central office.
- Regularly share reports, feedback from the students and trainers with the central office and agree action plan.
- Conduct surveys and understand local employment opportunities and update manager. Support Program Manager in industry engagement, course enhancement and in executing the students' placement strategy.
- Assist Program Manager in Networking with companies, organisations, institutions, NGOs, Government department to facilitate field visits, internships, job placements etc.
- Prepare monthly progress reports highlighting key issues/challenges encountered and way forward for the Leverage and mentor the Student Committees in running the day to day program activities of scheduling the class.

As a Trainer :

- Participate in the Training of Trainers (TOT) Programme conducted by TISS
- Become Master Trainers in the assigned subjects
- Schedule classes and ensure smooth delivery of the courses at the colleges
- Conduct training of students for the pre decided batches
- Complete the full course and assessment at the assigned Colleges
- Travelling to other locations if required
- Supporting Central Office when required

Working conditions (*travel, work space, etc.*)

- The **Program Officer and Trainer** is expected to engage strongly to influence enrolments. He/ She will have to be highly mobile locally and around the college neighbourhood to meet parents/guardians, communities, trainers, etc.
- He/She will operate out of the NUSSD Program Office in the college and should be available to various key stakeholders such as college management, students and trainers.
- The officer is expected to multitask and execute on several fronts at the same time.

Minimum level of Education:

The individual is expected to have a masters degree in Social Sciences or 2-3 years of experience in implementing projects in social impact. An experience in teaching, in any of the below-mentioned subjects is a must :

1. Digital literacy
2. English Communication
3. Financial Literacy
4. Legal Literacy
5. Leadership and People Skills
6. Working with Communities

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

- ☐☐ Computer literacy
- ☐☐ Analytical and logical mindset
- ☐☐ Excellent Communication skills in English and local language (Written and Verbal)
- ☐☐ Organization and coordination skills amongst various stakeholders
- ☐☐ Networking
- ☐☐ Pro-active attitude and innovative mindset

Competencies required:

- ☐☐ Problem Solving
- ☐☐ Strong stakeholder engagement/ Building Partnerships
- ☐☐ Fostering teamwork
- ☐☐ Managing change
- ☐☐ Stress management

Duty Station: Mumbai, Jodhpur, Jharkhand, Chattisgarh

Duration: 11 months

Type of Contract: Temporary / Project staff

Remuneration : Rs. 32,000/- per month (Consolidated salary)

Note: We are interested in hearing from you with your contact details, resume, and a statement (within 200 words) on why you are interested in volunteering with us.

Kindly apply with the subject line - 'Application for the position of **Programme Officer & Trainer** - NUSSD' and email it to cv-nusssd@tiss.edu

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

Last date of receiving application: 15th September 2017, latest by 5:00 PM.