



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. PURAV MARG, DEONAR – MUMBAI 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

SCHOOL OF VOCATIONAL EDUCATION

Is inviting applications for the post of : Project Manager

JOB DESCRIPTION	
Department	Operations
Designation	Project Manager
Position Open	one
Location	Deonar, Mumbai
Purpose of the Role	To manage the entire operations, promotional activities of TISS-School Of Vocational Education in coordination with the Industry vertical and HUB partners. To plan, budget, oversee and document all aspects of the work related to TISS-SVE. To work closely with upper management to make sure that the scope and direction of each project is on schedule, as well as other departments for support.

Accountability & Reporting Relations

Reporting & Accountability	Dean, TISS-SVE
Positions reporting into this position	Sr. Vertical Managers, Vertical Managers and Programme Officers
Role & Responsibilities	<ol style="list-style-type: none"> 1. To assist Dean, TISS-SVE in taking strategic decisions and overall administration of the program keeping in mind the project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility. 2. To build and manage cordial relations with the existing client accounts ie, the HUB partners and vertical anchors. 3. To act as a mediator between the institute and the HUB partners and vertical anchors by ensuring smooth flow of communication, implementation of policies and procedures etc. 4. To resolve queries or conflicts amicably, if any and coordinate with internal resources and third parties/vendors for the flawless execution of projects 5. Perform risk management to minimize project risks. Ensure resource availability and allocation. 6. Develop a detailed project plan to track the progress. Use appropriate verification techniques to manage changes in project scope, schedule and costs. 7. Measure project performance using appropriate systems, tools and



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	<p>techniques.</p> <p>8. Create and maintain comprehensive project documentation</p> <p>9. Report and escalate to management as needed</p> <p>10. To travel to different parts of India as and when required.</p> <p>11. Should be willing to take up task apart from that specified as per the requirement of the project and carry out additional duties and responsibilities as required from time to time</p>
Qualifications	Essential: post Graduate in any stream
Prior Experience	Minimum 20 years of experience in Academic program management And large project management
Competencies	<ol style="list-style-type: none"> 1. Should have a strong background in business skills, management, budgeting and analysis. 2. Excellent client-facing and internal communication skills 3. Excellent written and verbal communication skills 4. Solid organizational skills including attention to detail and multi-tasking skills <ul style="list-style-type: none"> ➤ Positive, Focused and Self-motivated ➤ Ability to multi-task and handle several client accounts ➤ Eye for detail and Passion for Results ➤ Ability to work within deadlines & under pressure ➤ Crisis handling & problem solving ➤ Ability to adapt to a new and constantly evolving work environment ➤ Ability to work along with teams
Technical skills	Efficient computer application skills (MS office, Outlook, etc.)
Other Information	
Annual CTC	(as per standards & internal parity)
Any other specification	Fixed term contract for two years(extendable) Candidates from Mumbai ONLY will be eligible to apply

Interested candidates who fit the criteria may send in the updated resume to renuka.tayade@sve.tiss.edu. Last date to apply for this position is 30th October 2017.