

Vacancy in Transforming M Ward Project, TISS

Tata Institute of Social Sciences (TISS) initiated the Transforming M Ward Project to address the low HDI of the M East Ward. The M-East ward, one of the twenty four administrative divisions of Mumbai and home to over 8,07,720 (Census 2011) residents, is also one of the poorest areas in the city. For more details, please visit <https://www.tiss.edu/view/11/projects/transforming-m-ward/>

Applications are invited for the post of Programme Manager – Education. The appointment is contractual for 12 months and extendable based on performance of the candidate.

Program Manager - Education

The education program of the project reaches out to children from the slums in M East Ward through learning centres in the community and a scholarship program for children. The Program Manager, Education is responsible for overseeing the smooth functioning of the interventions on education. The candidate must be willing to spend 50% of the time in the field. The Program Manager reports to the Coordinator of the M Ward Project.

Job Description

- Coordination of community study centres
- Prepare and guide field facilitators on executing the activities in each project location
- Managing training and capacity building programs of staff of the study centres for successful implementation of program
- Oversee community events, including parent's meetings to further the objective of the program
- Ensuring timely report generation
- Identification of students for scholarships and their disbursement
- Monitoring of budget utilization
- Managing project accounts
- Reporting to funders
- OTHER DUTIES AS ASSIGNED

Qualifications and Skills

- Educational Qualification - Social Work/Social Sciences/Humanities
- Experience in Early Education (advantage)
- Understanding of child rights and child protection
- Experience in administration, including report writing and financial management, such as developing and managing budgets
- Excellent interpersonal and communication skills both written and verbal
- Self-starter with ability to work with minimal supervision
- Strong organizational and delegation skills
- Able to meet deadlines and prioritize tasks

- Strong team building skills
- Computer literacy in outlook, MS Word, PowerPoint, Excel and Internet

Languages

Fluency in written and spoken English and Hindi, Knowledge of Marathi and/ or Urdu an added advantage.

Compensation: Commensurate with experience

Interested Candidates me send their Resume / CV along with letter of interest to amita@tiss.edu with the subject **Application for the position of Programme Manager-Education**

Shortlisted candidates will be called for an interview through phone and email. Last date of application will be 15th of June 2017.