



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 Manager in National University Students' Skill Development (NUSSD) Programme, TISS

Tata Institute of Social Sciences (TISS) has embarked on an innovative skill development programme for University students. TISS has collaborated with several Universities across the country to help aspiring students gain skills that make them employable; skills that could help secure their future, and give them an equal chance and a sustainable job or livelihood. For more details, please visit <http://nusssd.tiss.edu/>

Applications are invited for the post of **Programme Manager** of NUSSD. He/ She expected to look at NUSSD operations across all colleges within a Region. The Programme Manager is expected to lead by an example and exhibit strong leadership skills. Strategizing and speed of execution would be key areas of focus. He/ She will have to be highly mobile across the assigned Region for visiting and reviewing NUSSD programme.

The appointment is on tenure for 12 months and extendable based on performance of the candidate.

Number of position: 1

Locations: Jodhpur

Duties & responsibilities:

1. Create implementation and expansion plan for the programme in the assigned Region and lead the implementation.
2. Ensure adherence of the Regional team to various policies and procedures for operating aspects of the NUSSD programme such as regular reporting, tracking, impact analysis, skill gap study etc.
3. Ensure that a cost effective model for implementation is devised for the programme in their region

4. Ensure that processes are in place for monitoring and reviewing programme delivery across the region.
5. Responsible for on-time and smooth delivery of the courses in all colleges in the Region.
6. Standardize processes and leverage best practices across colleges to gain efficiencies and effectiveness of the programme
7. Effectively create Industry linkages in the assigned Region for internships, field work and placement.
8. Review the headcount or capacity in the Regional team for consistent delivery of the programme
9. Monitor closely on boarding of colleges for NUSSD programme. Oversee the agreements over implementation of programme at college level.
10. Motivate and encourage the Programme Officers to meet the targets envisaged for NUSSD involves student enrollment, trainer and Program Officer retentions.
11. Work on the engagement matrix for the Programme Officer and various key stakeholders such as students, trainers, college convenors, etc. Ensure that appropriate monitoring is in place.
12. Prepare monthly progress reports highlighting key issues/challenges encountered and way forward for the month

Professional Requirements:

1. The candidate must hold a Masters degree in Social Sciences or Post-graduate in Management with 5 -7 years of experience in implementing projects with social impacts. Should have worked in a complex organization and handled multiple teams with critical deliverables
2. High proficiency in computer based applications such as MS Office, Internet etc.
3. Good documentation skills to prepare reports, proposals, plans etc. for stakeholders at all levels
4. Excellent presentation & communication skills in English and Hindi, both spoken and written communication. Knowledge of regional language is preferable.
5. Excellent interpersonal and ability to interface with stakeholders: students, teachers and staffs at all levels
6. Ability to link up or network with corporate, organizations, institutions and NGOs

Experience: At least 5 - 7 years of work experience after graduation.

Salary: Rs.40000/-

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 would be your approach to working with a diverse set of stakeholders? What are the skills you possess which will make you well suited for this role?

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

Last date of receiving application: January 24th, 2018, till 5:00 PM

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

The selected candidates have to join immediately.

Project Leader