

1. Title of advt.: **Advertisement for the post of 'Assistant Manager/Program Officer - Operations' for School of Vocational Education.**
2. Advertisement No. : **TISS/SVE/December/2019/1**
3. Date of advt. (The date of posting of advt.) : **December 6, 2019**
4. Interview type (Based on scrutiny/walk in) : **Based on Scrutiny**
5. Last date of submission of applications : **December 22 , 2019**

Job Title– Assistant Manager/Program Officer – Operations

Brief on the Institution

In December 2011, Tata Institute of Social Sciences set up the School of Vocational Education (SVE) to provide immediate and definite interventions to improve the skill levels of millions of youth, through appropriate vocational training programmes. The target beneficiaries include organized and unorganized workforce across the industries and SVE aims to cover every individual who needs to develop employable skills. A vision of creating an ecosystem that would bring back the dignity of labour to all professions and occupations to create sustainable sources of income for the blue collar workforce and youth in the country. For more details visit our website <https://www.sve.tiss.edu/>

We are looking for an Assistant Manager/Program Officer who will independently handle the day to day operational activities and assist/support the Senior Manager to ensure seamless deliverables.

Your Responsibilities:

- Day to Day Operational activities
- Coordinate and support the hub partners and internal stake holders
- Network expansion related support
- Handling prospective Hubs/students
- Curriculum Coordination
- Monitoring and Quality Management
- Maintaining MIS and preparing reports and presentations

Your Skills:

- Min 4-5 years work experience **related to operational activities**
- Excellent written and verbal communication
- Good MS Office skills

Qualification – Minimum Bachelors Degree

Reporting to – Senior Manager

No of positions – Two

Location - This position will be based in Mumbai.

Arrangement – Contract for a period of 2 years (extendable based on individual performance and business needs).

Salary Range – 3.0 to 3.6 L p.a.