



**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**

<b>JOB DESCRIPTION</b>	
<b>Department</b>	Research and Development
<b>Designation</b>	Sr.Executive -Vocational Aptitude System (VAS) and Counselling
<b>Location</b>	Deonar, Mumbai
<b>Purpose of the Role</b>	Handling counselling services for TISS-SVE students
<b>Accountability &amp; Reporting Relations</b>	Dean - TISS:SVE
<b>No. Of Position</b>	One
<b>Positions reporting into this position</b>	None
<b>Role &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>➤ Developing 'Self Enhancement' workshop modules based on life skills and student relevant issues (e.g. Time Management, Personality Development).</li> <li>➤ Piloting these modules for Mumbai based students and modifying it as per the requirement.</li> <li>➤ Maintaining reports of workshops conducted as per guidelines.</li> <li>➤ Contributing in and being on panel for the empanelment process of Freelance counsellors pan India.</li> <li>➤ Conducting a training workshop for TISS-SVE affiliated freelance counsellors as and when required.</li> <li>➤ Taking care of successful implementation of workshop modules pan India by freelance counsellors.</li> <li>➤ Monitoring, evaluating and modifying modules as per inputs received from freelance counsellors.</li> <li>➤ Coordinating with freelance counsellors and institutes to conduct workshops for SVE students pan India.</li> <li>➤ Conveying issues raised by students related to the course, faculty, and facilities to the concerned management of SVE and looking after the successful resolution of it.</li> <li>➤ Visiting institutes if and when required to assure smooth functioning of counselling services pan India.</li> </ul>



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	<ul style="list-style-type: none"> <li>➤ Maintaining records of counselling reports conducted by freelance counsellors pan India.</li> <li>➤ Processing remunerations of freelance counsellors.</li> </ul>
<b>Qualifications</b>	Minimum qualification of MA/MSc in Psychology is essential
<b>Prior Experience</b>	2-3 Years experience of counselling, coordination, management. Experience of working with marginalized groups.
<b>Competencies</b>	
<b>Technical skills</b>	<ul style="list-style-type: none"> <li>➤ Efficient in computer application.</li> <li>➤ Positive, focused and self motivated</li> <li>➤ Ability to multitask, eye for detail, creative and resourceful</li> <li>➤ Ability to manage time and schedule effectively and work within deadline</li> <li>➤ Ability to handle groups</li> <li>➤ skills (MS Office, Outlook, Power point Presentations)</li> <li>➤ Excellent communication (Oral and written), interpersonal and coordination skills.</li> </ul>
<b>Other Information</b>	
<b>Annual CTC</b>	2.5 - 3 lakhs per annum
<b>Any other specification</b>	Fixed term contract for two years (extendable)

**Interested candidates may sent in their resumes to**  
[renuka.tayade@sve.tiss.edu](mailto:renuka.tayade@sve.tiss.edu)

**Last date to apply : 31<sup>st</sup> May 2018**