TATA INSTITUTE OF SOCIAL SCIENCES
V N Purav Marg, Deonar, Mumbai, 400 088
(A Deemed to be University under Section 3 of the UGC Act, 1956)

TISS/HYD/Non-Teaching/DECEMBER/2022   **01 December 2022**

Application for the post of Academic Programme Manager (One Post) on Contract Basis for TISS- Hyderabad Off Campus

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With campuses at Mumbai (Main) and off-campuses at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action- oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The School of Public Policy and Governance (SPPG) has the mandate to create a cadre of public policy professionals who through their multi-disciplinary training respond to current policy challenges and incubate ideas to proactively meet future demands. The school provides interdisciplinary foundational training in Ethics and Policy, Economics (including econometrics), Law, Political Science, and Sociology. It encourages students to be reflexive in developing institutional designs that can transform public services. The School offers three post-graduate courses – MA in Public Policy and Governance, MA in Cities and Governance, and PGD in Cities and Governance

The school invites applications from interested candidates for **ONE post** of **Academic Programme Manager.** The post will be on contractual basis initially for a period of one year initially and extendable based on performance of the candidate and requirements of the school.

Monthly Remuneration: Rs. 60,000/- (Consolidated).

Job Description

The candidate will be in charge of the overall management and development of the School. This entails the organization of events (lectures, workshops, training programs), the management and development of academic and institutional partnerships (with research and academic partners, public and private organizations), the management of research projects, including fundraising/resource mobilisation (grant applications and private fundraising) and the operational management of field operations. The Academic Programme Manager will be responsible for the overall communications, news media and web presence of all programmes offered by the School.

Following will be the key job responsibilities

a) Developing and sustaining academic and institutional partnerships with research and academic partners, public and private organizations
b) Managing the academic matters of academic programmes offered by the School
c) Create and curate relevant 'open source' resource for the students of the school
d) Management of research projects, including fundraising/resource mobilisation (grant applications and private fundraising)
e) Operational management of all field operations (internships and field works of the students)
f) Developing a robust communication strategy with all relevant stakeholders
g) Creating informative and engaging content (both written as well as digital) for dissemination of the school's activities to all stakeholders and media including social media.
h) Creating and maintaining a basic data base related to students (placements & alumni)
i) Any other matters as deemed by the Chairperson of the School

Essential Qualification

The candidate should have a Master's degree in any discipline with a minimum of 55% of aggregate marks plus minimum of five years work experience in academic, research and publication work.

Desired Qualifications / Skill

a) Ability to pursue a constructive approach and maintain professional relations with external agencies and organisations
b) Good written and verbal communication skills in English and Hindi
c) Command over computer skills and digital communication
d) Openness and willingness to work with multidisciplinary team including students and researchers and promote team work

Application Fee

Application Fee: The application fee of Rs. 1000/- be paid online. The SC/ST/PWD candidates will be waived from the application fee if they attach the required certificate to the online application form. The women candidates are waived for payment of application fee. The application will be valid only on receipt of the application fee for those who are required to pay.

Fees once paid, shall not be refunded under any circumstances.

Last date of Receipt of Application: **15 December 2022.**

Other Conditions.

a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.

b) Since applications received will be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview (Offline/ Online) in case of high response.

c) The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

d) No queries or correspondence regarding issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.

e) It shall be the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience etc., and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.

f) In case of any ambiguity in the Recruitment Rules in general and eligibility in particular for any post, the decision of the Institute shall be final.

g) The Institute reserves the right to relax qualification(s) of the candidate based on the work experience.

h) No TA/DA is payable for appearing for the interview.

i) In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

Application Process and Interview.

a. Candidates are requested to apply online through the link (Apply Now) provided along with this advertisement on the Institute website www.tiss.edu.

b. Candidates are required to take a print of acknowledgement of online application and keep it for future reference.

c. Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview.

Note: The selected candidate has to join within 10 days of the selection.

Sd/xxxx
Officiating Registrar