



## TATA INSTITUTE OF SOCIAL SCIENCES SCHOOL OF VOCATIONAL EDUCATION

V.N. PURAV MARG, DEONAR – MUMBAI 400 088  
(A Deemed University under section 3 of the UGC Act, 1956)

### Recruitment Advertisement

**TISS – SVE is inviting applications for below mentioned positions**

#### **1) Programme Officer/Assistant Manager - Operations (Two Posts)**

**Location : Mumbai**

Fixed term contract : Two years (on extension basis)  
Qualification : Graduation in any field  
Experience : 2- 5 years in Client Account Management /Operations profile  
Job location : Deonar

**Job Responsibility:** The Programme Officer/Assistant Manager will be responsible for handling TISS-SVE HUBs for the respective vertical assigned to him/her. Manage the client related project deadlines, accounts, or issues that might be related to the HUB/Vertical. He/she must be able to manage them effectively and prioritize the various tasks.

#### **Skills Required:**

1. Be able to communicate efficiently – verbally, in print and on the phone
2. Be detail oriented
3. Be able to Multi-task and handle several client accounts
4. Be able to manage time and projects effectively
5. Be able to work along with teams
6. Have knowledge and experience in using Microsoft Office Software
7. Have efficient networking skills
8. Have initiative, motivation and focus

**Annual CTC Offered:** 2.5 – 3.5 lacs Per Annum



## **TATA INSTITUTE OF SOCIAL SCIENCES SCHOOL OF VOCATIONAL EDUCATION**

**V.N. PURAV MARG, DEONAR – MUMBAI 400 088  
(A Deemed University under section 3 of the UGC Act, 1956)**

### **2) Programme officer / Sr. Executive - Examination and Certification (Three Posts)**

**Location : Mumbai**

Fixed term contract : Two years (Extendable)  
Qualification : Graduation in any field  
Experience : 3 to 5 years in Academic Section of University / College  
Job location : Deonar

**Job Responsibility:** Will be responsible for handling all activities related to the Examination and Certification of all Courses conducted by TISS – SVE. Should ensure that examinations are conducted as per the academic schedule of the course and results and certification are declared as per university norms. To assist the Manager/Assistant Manager in day to day activity.

#### **Skills Required:**

1. Be able to communicate efficiently – verbally, in print and on the phone
2. Be detail oriented
3. Be able to Multi-task
4. Be able to manage time and schedules effectively
5. Be able to work along with teams
6. Have knowledge and experience in using Microsoft Office Software
7. Have efficient networking skills
8. Have initiative, motivation and focus

**Annual CTC Offered : 2.5 – 3.5 lacs Per Annum**



## **TATA INSTITUTE OF SOCIAL SCIENCES SCHOOL OF VOCATIONAL EDUCATION**

**V.N. PURAV MARG, DEONAR – MUMBAI 400 088  
(A Deemed University under section 3 of the UGC Act, 1956)**

### **3) Counsellor (Sr. Executive) - Vocational Aptitude System (One Position)**

**Location : Mumbai**

Fixed term contract : Two years (Extendable)  
Qualification : MA/MSC in Psychology  
Experience : Minimum 2 years of experience in test development, psychometric testing, counselling and conducting life skill sessions.  
Job location : Deonar

#### **Job Responsibility:**

1. To develop an online test “Vocational Aptitude System” for SVE Students and
2. conduct the test on relevant population for pilot study and live administration.
3. Administer Vocational Aptitude System on all students to guide them to select a particular vocational course based on aptitude test results.
4. Developing and conducting ‘Self Enhancement’ workshop modules based on life
5. skills and student relevant issues(e.g. Time Management, Personality Development)
6. Contributing in and being on panel for the empanelment process of Freelance counsellors pan India.
7. Monitoring, evaluating , maintaining records, processing remunerations for the workshops conducted by freelance counsellors pan India.
8. Carry out other duties and responsibilities as required from time to time.
9. Managing the team at the counseling centre.Training & motivation of counseling and call center team.
10. Planning & Conduct of career seminars Liaison with all stake holders
11. Good in communications

**Annual CTC offered : 2.5 – 3.5 lacs Per Annum**



**TATA INSTITUTE OF SOCIAL SCIENCES  
SCHOOL OF VOCATIONAL EDUCATION**

V.N. PURAV MARG, DEONAR – MUMBAI 400 088  
(A Deemed University under section 3 of the UGC Act, 1956)

Interested candidates please share your updated resumes on  
**[renuka.tayade@sve.tiss.edu](mailto:renuka.tayade@sve.tiss.edu)**

Candidates from Mumbai ONLY will be eligible to apply

**Last date for receiving applications is 31-03-2019.**