



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT/TISS/SPM/EPGDHRM/JUNE/2024

20 JUNE, 2024

Notification – Non-Teaching Position for Executive Post Graduate Diploma in HRM (1 Position)

The Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work. In 1944, it was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was declared Deemed to be a University under Section 3 of the University Grants Commission Act(UGC),1956. Since its inception, the Vision of the TISS has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people-centred, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and human rights for all.

Currently, the Institute offers over 50 Masters' Degree programmes and 16 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labor Studies, Media and Culture, Applied Psychology, Disaster Studies, Habitat Studies among others. BA degree programs in Social Sciences and Social Work are also offered from its Off Campuses.

TISS provides excellent work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action and policy. The Institute nurtures multiple research collaborations with some of the best universities and institutions nationally and across the globe.

The School of Management and Labour Studies has 5 Centres in (I) Human Resources Management and Labour Relations; (II) Labour Studies; (III) Social and Organisational Leadership; (Iv) Social Entrepreneurship; and (V) Labour Market Research Facility (LMRF).

The CHRM invites interested candidates to apply for the position of Sr. Programme Manager to be filled on contract for a period of 12 months initially and to be extended based on performance of the candidate and requirement of the institute.

Position: SENIOR PROGRAMME MANAGER

Monthly remuneration: Rs. 75,000/- PM

Key Roles and responsibility:

Course Coordination:

- Management of smooth running of the Executive Postgraduate Diploma in Human Resources Management Programme by coordinating with the participants, faculty, staff and administration for ensuring the smooth delivery of a coherent and enriching curriculum so as to create an enhanced learning

- environment for the participants and also for the facilitators
- Coordination with and assisting the faculty for delivery of the course to ensure the smooth execution of the planned activities of the program.
- Coordination with various departments within the institute for various administrative and academic aspects of the program.
- Preparing academic calendar.
- Scheduling classes and all events related to academic curriculum.
- Scheduling activities focusing on professional developments of the participants.
- Coordinating with students, faculties, and the TISS administration to ensure smooth functioning and on-time completion of academic activities.

Academic Administration:

- Ability to understand the administrative technicalities of the institute.
- Facilitating and coordinating the process of admissions.
- Receiving grades from all faculties and ensuring on-time and accurate updating of the ERP system.
- Collecting students feedback for the courses and other activities.
- Maintaining attendance records and taking action as per the institute's guidelines.
- Coordinating with the institute's academic section to ensure academic delivery as per standards.
- Coordinating with field work guides for schedules, grades and any other related matters.
- Ensuring on time completion of fieldwork.

Additional Responsibilities:

- Organizing and Coordinating Alumni meet for EPGDHRM alumni.
- Course branding.
- To manage social media platforms - Instagram and LinkedIn for EPGDHRM
- Promotion of the programme and coordination of the admission procedures.
- Coordination with the marketing and operation teams for widening the reach of the course.

Essential Qualification:

- Good academic record with at least 55 % of the marks or an equivalent grade in a point scale wherever, grading system is followed at the Master's Degree in Management (or equivalent).
- The candidate must have minimum 5 years of work experience in the relevant field.
- Proficiency with MS-Office (Word, Excel and Powerpoint), and comfort with use of technology such as calendars, Contact management system, academic administration system.
- High proficiency in oral and written communication.
- Good managerial and interpersonal skills.

General Conditions:

- 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
- Since applications received may be short listed, merely possessing the prescribed qualifications

and the requisite experience would not entitle a person to be called for interview.

- The candidate under employment must produce 'No Objection Certificate' from their employer to appear for interview.
- No TA/DA is payable for appearing for the interview.
- 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 Fee:

The application fee of Rs. 1000/- be paid on-line. The application fee for SC/ST/PWD candidates will be Rs. 250/- if they attach the required certificate to the online application form. The women applicants are waived from payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid shall not be refunded under any circumstances.

The candidates are requested to apply online through the link **(Apply Now)** provided along with this advertisement on the Institute's website at www.tiss.edu.

The candidates are requested to take a print of the acknowledgement of the online application and keep it for future reference.

The last date for submission of online applications will be 30th June, 2024.

The shortlisted candidates will be sent a call letter and link for the online interview.

Verification of documents:

The shortlisted candidates are required to send scanned copies of their coloured passport size photograph, self-attested photocopies of relevant certificates in support of the essential qualification & experience. Original certificates will be verified only for the selected candidate at the time of appointment

Sd/-

Officiating Registrar