Recruitment Advertisement

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 lives of the disadvantaged and marginalized youth, especially who are excluded by the formal school education system through appropriate vocational training programs. The target beneficiaries would include organized and unorganized labour, women, children, dalits and tribals.

The School has been incorporated to spearhead the Vocational Training envisaged in the initiative proposed by the Ministry of HRD, Government of India whereby TISS has been selected as nodal point to implement the said initiative.

TISS – SVE invites application for:

A) Vertical Manager, Mumbai : Eight Post

Fixed term contract : Two years (Extendable)
Qualification : Graduation in any field (Post Graduate candidate will be preferred)
Experience : 6 to 7 years in Client Account Management
Job location : Deonar

Job Responsibility: The Vertical Manager will be responsible for handling client accounts. Manage the client related project deadlines, accounts, or issues that might be relative to that client. As a manager may have a number of client accounts, 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
B) Sr. Executive - Examination and Certification, Mumbai: 2 post

Fixed term contract : Two years (Extendable)
Qualification : Graduation in any field (Post Graduate candidate will be preferred)
Experience : 4 to 5 years in Academic Section of University / College
Job location : Deonar

Job Responsibility: The Sr. Executive 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 schooled of the course and results and certification are declared as per university norms.

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

C) Assistant Manager - Legal, Mumbai: One post

Fixed term contract : Two years (Extendable)
Qualification : Post Graduate in law
Experience : 4 to 5 years (experience in contracts preferred).
Job location : Deonar

Job Responsibility: The Assistant Manager will be responsible for matters related to legal aspects in TISS SVE. The primary responsibility will be to vet, amend and negotiate the legal contracts to be entered into with third parties. Should coordinate with the Institute’s Legal Adviser’s and initiate action in accordance to their guidelines. Ensure all legal documents are kept in safe custody and available for ready reference.

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
9. Have good negotiation skills
D) Placement Officer: One post

Fixed term contract: One year (Extendable)
Qualification: Graduation in any field (Post Graduate candidate will be preferred)
Experience: Minimum 6-10 years of work experience into placements or recruitment
Job location: Navi Mumbai

Job Profile
1. To handle the complete recruitment cycle with respect to placements
2. Acquire organizations for placements and managing relationship with existing organizations
3. To coordinate and manage the placement vendors
4. To coordinate the scheduling of interviews and collate feedback received thereof
5. To maintain database/MIS related to placements
6. Training and briefing the candidates on the interview process
7. Liaison with all stakeholders
8. To carry out additional duties and responsibilities as required from time to time

Skills Required:
1. Excellent communication skills
2. Highly accountable and responsible
3. Ability to create and manage corporate relationships
4. Adaptable and self-driven
5. Ability to multi-task and highly accountable

Candidates have to apply online at http://recruitment.tiss.edu/

For any assistance call on 022 - 25525620

Applications which do not meet the qualifications given in this advertisement and/or incomplete applications are liable to be summarily rejected

The last date for receipt of application is 31-01-2014.