VACANCY NOTIFICATION

Name of the Organization: National CSR Hub, Tata Institute of Social Sciences

Location: Mumbai

Tenure: 1 year (subject to extension based on the performance of the candidate)

Job Position: Finance Manager (One vacancy)
Finance Assistant (One vacancy)

About the Organization:

Tata Institute of Social Sciences (TISS) is a 75 year old public funded (by University Grants Commission) university devoted to teaching, research, training, outreach and policy development in the inter-disciplinary areas of Social, Health, Management, Habitat and Physical Sciences.

TISS is a world leader in devising and advising intervention strategies in Social Development sector. In recognition of TISS’s expertise in Social and Human development field within and outside the country, the Department of Public Enterprises, Ministry of Heavy Industries, Government of India has designated TISS as the Hub for facilitating Central Public Sector Enterprises to define/ deliver welfare and development to Indian people for Inclusive Growth. As a government funded research oriented teaching university, the TISS CSR Hub will provide high quality independent service to PSE's. TISS is not an interested party, but has agreed to take up this work to enable inclusive growth.

The core objective of the CSR Hub would be to enable PSE’s to define, design and implement holistic CSR initiatives that are integral to its organizations’ vision, mission, values and goals. In this endeavor TISS, the Ministry and the PSE's have a role in defining the next Generation CSR for the business sector as a whole at a national and global level for both the public and private sector.

TISS’s CSR Hub has developed the following:
National CSR Hub Strategy Paper
Framework for Empanelment of NGO's, institutions, universities and organizations to scrutinize them for good governance
Survey instruments for Baseline Assessment; and methodology for undertaking baseline surveys
Indicators in social, health, education, demographic, economic and other areas derivable through baseline survey and monitoring progress. Against the baseline indicators, impact will be assessed.
Framework to apply for program support by the NGO's
Framework for assessment of capacity and governance of the NGO's for funding
Management Information System (MIS) to monitor programs and projects supported, progress, input, output and outcomes for each PSE.

Project Description:
The NCSR Hub, Tata Institute of Social Sciences in collaboration with the Ministry of Textile, GOI (Office of Development Commissioner, Handicraft) plans on devising an empanelment process whereby potential organizations (nongovernmental or academic) can be recognized as credible and competent for corporate partnering for CSR activities. This will ensure channelization of corporate funds for the up-liftmen of the artisan communities across India, in turn strengthening the handicraft industry. The common parameters of ascertaining various organizations will also serve as a central mechanism of gauging the competencies of the various handicraft organizations exiting in India.

For this purpose we would want to engage highly proficient, young professionals, with background in accounting and commerce and having adept analytical skills to aid in scrutinizing and evaluating the applications for empanelment process of the organizations dealing in handicrafts (primarily a desk job, does not involve travel).

Qualifications and Skills required

Finance Manager & Finance Assistant -
- Graduate from commerce field
- Familiarity with NGO sector
- Understanding about the Financial statements and analysis of same
- Work experience in the field of Accounts and Finance of atleast 1 year
- Detail - oriented
- Mathematically inclined
- Have the ability to work independently
- Proficiency with computer systems especially with MS excel
- Data management concepts
- Soft Skill – Communication skill and Analytical skill
How to apply:

Qualified candidates please send your CV along with a covering letter to the following email id: tisscsrhub.11@gmail.com by 10th July, 2015. Applications submitted past the deadline will not be considered.