Applications Invited for Recruitment of Program Staff for Social Work Learner's Network

The Social Work Learner’s Network (SWLN) is an innovative project funded by the Ministry of Human Resource Development (MHRD), Government of India (GoI) to enhance and strengthen social work education in the country. Tata Institute of Social Sciences, Mumbai has been selected to anchor the nationwide programme.

The main goal of the project is to use contemporary Social Work Education as an instrument for creating a sustainable and inclusive society. It will use ICT as a tool for reaching out to learners from across the country and from interdisciplinary fields of social sciences. This will be achieved using a two pronged strategy:

- Creating a fresh cadre of social work professionals who will graduate with nationally accredited Certificate, Diploma, Under-graduate, Post-graduate and Research programmes using indigenously developed cutting edge curriculum and practice in Social Work.
- Building capacities of existing professionals in the Social Sector to address immediate societal concerns with a principled, strategic and results based approach from the Panchayat to National levels.

Objectives of the Network


(ii) Establishment of a Knowledge Hub to share knowledge and learning resources for stakeholders across the country;

(iii) Use of e-network for sharing knowledge and learning resources;

(iv) Creating a Quality Assessment and Accreditation Framework for Social Work Education and guidance service;

(v) Formation of Regional Faculty Development Hubs to facilitate innovation in research, teaching and practice.

Tata Institute of Social Sciences, Mumbai invites applications for recruitment of the Programme staff for the following positions for an initial one year contract starting from 1st August 2014.

<table>
<thead>
<tr>
<th>S. No</th>
<th>Position</th>
<th>No. of Positions</th>
<th>Location</th>
<th>Date for Interview</th>
<th>Duration of Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Programme Officer</td>
<td>04</td>
<td>Mumbai</td>
<td>21st July 2014</td>
<td>1 year</td>
</tr>
<tr>
<td>2.</td>
<td>Administrative and Accounts Officer</td>
<td>02</td>
<td>Mumbai</td>
<td>28th July 2014</td>
<td>1 year</td>
</tr>
</tbody>
</table>
PROGRAMME OFFICER (04)

We are looking for a diverse team in terms of knowledge, skills and experiences and thus, the position requires individuals who share the passion towards teaching-learning processes and are keen to bring in ideas and ways to address the diverse needs of learners by using ICT as a tool.

Education:

Minimum Post-graduate in Social Work/Social Sciences

Core Competencies & Skills:

- Ability to work in a multi-cultural, diverse, demanding, strict time bound multi stakeholder project.
- Ability to think independently using innovative solutions and demonstrate effective ways to overcome implementation constraints encountered in the pilot phase.
- Demonstrate respect to humanitarian values and possess work ethics including working in a team.
- Understanding of teaching-learning processes is must.
- Knowledge of current issues and trends in development sector and skills of local level capacity building is an asset.
- Ability to manage finances and personnel with optimum utilization of resources for desired output.
- Excellent written and oral skills with good computer and internet proficiency, especially in MS-Word, Excel and PowerPoint are essential.
- Fluency in English is compulsory. Knowledge of other Indian languages is an asset.

Duties and Responsibilities

- To engage in teaching learning processes including Content Development and Content delivery through ICT enabled platform.
- Support the team Manager, Project Co-ordinator and the Programme Associate in the effective delivery of programme.
- Coordinate Teachers Training and capacity building as part of the programme delivery.
- Manage Communication for propelling project activities and strengthening processes among the team and stakeholders (as per the role and position assigned in the team).
- Find effective ways to address constraints and challenges encountered during content development and delivery process.
- Provide inputs and services as may be required by the project team with the objective of achieving high level of performance and results.
- The Programme Officer will conduct any other function or responsibility, which may be assigned by the Project Director.
Experience:

- The candidates should have at least two years of experience in relevant field of teaching-learning, curriculum/content development or ICT in education is an asset. Though freshers are also encouraged to apply.

We believe in equal opportunities and equity for all thus, candidates from socially marginalised or disadvantage communities are encouraged to apply.

Please send your CV by 17th July 2014 at vandana.mhatre@tiss.edu with the subject line – APPLICATION FOR THE POST OF PROGRAMME OFFICER AT TISS.

Interviews will be organised from 10 AM on 21st July 2014 at Room Number 602, Guest House, Tata Institute of Social Science (TISS) (Opp. Deonar Bus Depot), V.N. Purav Marg, Deonar, Mumbai 400088, Maharashtra www.tiss.edu

Only shortlisted candidates will be informed to attend the interview in person / telephonically.
ADMINISTRATIVE & ACCOUNTS OFFICER (01)

Education: Minimum Graduate in any discipline.

Experience:

- Applicants should have minimum 2 years of experience in any administrative / accounts related position. Experience with Government organisations/ University will be preferred.

Core Competencies and Skills

- Demonstrated ability to manage accounts and administrative profile of a multi stakeholder project.
- Excellent Communication Skills.
- Excellent written and oral skills with good computer and internet proficiency, especially in MS-Word, Excel and PowerPoint are essential.
- Knowledge of English along with any other Indian language/(s) is an added advantage.

Duties and Responsibilities

- Anchor the administrative processes of the project office and manage office activities.
- Maintaining accounting entries such as expense vouchers, receipts voucher & cash and bank book in tally.
- Manage day to day office procedures.
- Manage communication with different stakeholders to support the project activities.
- Will be responsible for arranging for all logistical requirements, like outstation and local travel, stay, food, etc for staff / consultants/ Faculty/ experts.
- Manage events, meetings, workshops, seminars, etc.
- Support the Project Manager and Co-ordinator in managing administrative processes in office to help them perform their official duties effectively.

We believe in equal opportunities and equity for all thus, candidates from socially marginalised or disadvantage communities are encouraged to apply.

Please send your CV by 25th July 2014 at vandana.mhatre@tiss.edu with the subject line – APPLICATION FOR THE POST OF ADMINISTRATIVE & ACCOUNTS OFFICER AT TISS.

Interviews will be organised from 11 AM on 28th July 2014 at room number 602, Guest House, Tata Institute of Social Science (TISS) (Opp. Deonar Bus Depot), V.N. Purav Marg, Deonar, Mumbai 400088, Maharashtra www.tiss.edu

Only shortlisted candidates will be informed to attend the interview in person / telephonically.