Vacancy for Programme Officer in National University Students Skill Development Programme (NUSSD) Director's Office.

1. Programme Officer

TISS is working on transforming Higher Education Institutions and the National Service Scheme (NSS) in a pioneering programme of national importance, to impart competencies and vocational skills in key areas (Such as Water and Sanitation, Education, Health, etc) to thousands of undergraduate students to ensure their employability and foster their capacity to work for social well-being. This programme is being undertaken at the request of National Council for Skill Development and Ministry of Youth Affairs, GoI.

The programme aims to train students through a three year modular academic programme that incrementally accredits students for a Diploma awarded by TISS.

The Programme Officers will undertake the following roles:

1. Work within the University domain
2. Facilitate foundational courses in the Colleges
3. Initiate and facilitate Vocational Skills Course
4. Networking and coordination with NGO's, Government, People’s groups, and Domain Experts to ensure smooth delivery of results

Location: Raipur(Chattisgarh), Bhilai(Chattisgarh), Agra , Meshana (Gujarat), Talasari(Thane), Gaya(Bihar), Mumbai, Jamshedpur(Jharkhand)

Designation: Program Officer

Number of positions: 8

Duration: This position is for two years with an initial one year contract. Extendable on satisfactory fulfillment of roles and responsibilities.

Essential Requirements:

1. A Postgraduate in any discipline of Social Sciences/Social Work/Sociology/Anthropology/ Psychology or equivalent in any other discipline of Vocational Education
2. Should be comfortable working with college students, university system, industries etc.
3. Should be able to work on computers and internet
4. Should be ready to travel
5. Freshers can also apply
6. Candidates need to demonstrate initiative and ability to deal with authority figures and live and travel in rural districts if required.

Salary: The consolidated pay would be 22,500/- for the deserving candidate.
Vacancy for Programme Manager in National University Students Skill Development Programme (NUSSD) Director's Office.

2. Programme Manager (Account)

Application are invited from eligible Indian nationals for filling the posts of Project Managers in the National University to work with the National Service and Skill Development Scheme, a pilot program in ten universities Nine states of India (Chhattisgarh, Jharkhand, Bihar, Orissa, Uttar Pradesh, Madhya Pradesh, Rajasthan, Gujrat, and Maharashtra); jointly anchored by Ministry of Youth Affairs, the Prime Minister’s Office and the Tata Institute of Social Sciences. The purpose of the Pilot Programme is to ensure employability of 50000 students and to promote equal and sustainable employment for well-being. This five, year pioneering project can unleash the latent potential in the NSS programme and young graduates to serve the needs of the poorest in our country in tangible ways, while building the capacities of our next generation.

Post Title : Programme Manager (01 Post)

Duty Station : Required to be located in Mumbai Region.

Duration: Two years position, with an initial one year contract (Extendable on satisfactory completion of the Roles and Responsibilities)

Type of Contract: Temporary / Project staff/ Service contract (taxable)

Pay band : Remuneration of Rs.30,000 onward depending on the experience (Consolidated salary) per month (taxable). TISS also offer additional benefits which include Medical insurance coverage (Hospitalized), Mobile work station, Phone.

Job Profile: This position is key to the success of the programme. Selected candidates will be expected to undertake the following broad roles and responsibilities at the University and Central levels for the coming two years.

- Manage and Support State wise NUSSD pilot programme
- Establish proper co-ordination with Universities/Colleges and the Volunteer teachers
- Manage all the Finance related tasks of the programme
- Coordination with Partner organizations, Course developers on accounts related work
- Close coordination with TISS accounts section
- Prepare project proposals, budgets, progress reports, co-ordination with funding agencies and management.

Education: Master/Post graduate in Accounts or Finance related Discipline. Good oral and written presentation skills in English and Hindi. Knowledge of local Language. Computer and IT enabled skills would be of added value.

Experience: At least 5 years of hands on experience in handling of projects as well as government-sponsored programmes, particularly, related to projects support functions at the centre/state level.

Interested candidates may send their Resumes/CV along with their letter of interest and cover Letter, explaining in not more than 350 words each on the following question:

- What drives your interest in working in this project?
- What is your approach to working with a diverse set of stakeholders? What are the skills you possess which will make you well suited for this role?

Last date of Submission of Application: All the applications for the above posts should reach to the NUSSD Director's Office, Tata Institute of Social Sciences, V.N. Purav Marg, Deonar, Mumbai 400088. Telephone Nos. : 91-22-2552 5248, Fax : 91-22-2552 5050 on or before 7th April, 2014. Selected Candidates will be interviewed on 10th April, 2014. Venue to be communicated soon.