



**TATA INSTITUTE OF SOCIAL SCIENCES  
SCHOOL OF VOCATIONAL EDUCATION  
V.N. PURAV MARG, DEONAR - MUMBAI 400 088  
(A Deemed University under section 3 of the UGC  
Act, 1956)**

**Date: 1<sup>st</sup> October 2019**

**Recruitment Advertisement**

**TISS – SVE is inviting applications for below mentioned positions**

**1) Manager - Operations**

No. of Vacancies : 1  
Fixed term contract : Two years (on extension basis)  
Qualification : Graduation/Post Graduation in any field  
Experience : 7 plus years in Client Account Management /Operations Profile  
Job location : Deonar, Mumbai

**Job Responsibility:** Will be responsible for handling day to day activities related to TISS-SVE HUBs/Verticals assigned to him/her. Manage the project deadlines, accounts, or issues that might be related to the HUB/Vertical. He/she must be able to manage them effectively and prioritize the various tasks. Should be open to travel.

**Skills Required:**

1. Excellent English communication
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

**Annual CTC Offered : 4 - 5 Lacs Per Annum**



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**2) Programme officer / Sr. Executive - Examination and Certification**

No. of Vacancies : 1  
Fixed term contract : Two years (Extendable)  
Qualification : Graduation in any field  
Experience : 3 to 5 years in Academic Section of University/college  
Job location : Deonar, Mumbai

**Job Responsibility:** Will assist the Sr.Manager/Manager in handling all activities related to the Examination and Certification of all courses conducted by TISS – SVE. Should coordinate/assist in conducting examinations as per the academic schedule of the course and help in preparing the results and certificates.

**Skills Required:**

1. Good English communication
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

**Annual CTC Offered :** 2.5 – 3.5 Lacs Per Annum



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### **3) Manager - Examination and Certification**

No. of Vacancies	: 1
Fixed term contract	: Two years (Extendable)
Qualification	: Graduation/Post Graduation in any field
Experience	: 7 Plus years in Academic Section of University / College
Job location	: Deonar, Mumbai

**Job Responsibility:** Will be responsible for overall activities of Examinations department. To coordinate with Vertical Managers, SKP, and Hubs. Prepare, announce and approve in advance dates for semester and supplementary Examinations. Arrange for setting, printing and distribution of question papers. Arrange to distribute answer booklets and allied services to examination centres. Timely publication of results, printing and distribution of grade cards. Arrange for the timely publication of result of examinations and other tests. Preparation of annual reports, arrangements for annual convocation.

#### **Skills Required:**

1. Excellent English communication
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

**Annual CTC Offered :** 4 – 5 Lacs Per Annum



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#### **4) Sr. Executive - Content Development**

No. of Vacancies : 1  
Fixed term contract : Two years (Extendable)  
Qualification : Any Graduate  
Experience : 2 years of experience in client coordination and daily administration  
Job location : Deonar

**Job Responsibility:** Proactively taking the count of the students of all the SVE Verticals and the books ordered by the respective HUBs, ensuring printing of books for upcoming batches. Maintaining the inventory's of books of all the 19 verticals running different courses. Preparing print orders of books as per ordered by respective HUBS and sending the same to the vendor/Printer for printing. Ensuring smooth coordination with the hub and the books are dispatched on time to the respective HUBS. Processing the printer and HUB Bills. MIS and Documentation.

#### **Skills Required:**

1. Excellent English communication and should be able to communicate efficiently – verbally, in print and on the phone
2. Be detail oriented
3. Good in excel

**Annual CTC offered : 2.5 – 3.5 lacs Per Annum**



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**5) Sr. Manager - Business Development**

No. of Vacancies	: 1
Fixed term contract	: Two years (Extendable)
Qualification	: Masters degree in business administration or a related field as well as minimum five years of sales or marketing experience.
Experience	: 15 Plus years of experience in Business Development
Job location	: Deonar

**Job Responsibility:** To develop and apply strategy focused on expansion of student base by working closely with Industry. He/she will be responsible to identify potential new clients/Industry partners/HUBS. Draft proposals and review contracts etc. As per the specified guidelines. To drive sustainable financial growth through boosting sales and forging strong relationships with clients. Conduct research to identify new markets. Arrange frequent business meetings of Hubs with prospective industry partners. Promote TISS-SVE's model and vision and mission while addressing or predicting prospective HUBS objectives.

**Skills Required:**

1. Proven working experience as a business development manager, sales executive or a relevant role.
2. Proficiency in MS Office
3. Proficiency in English
4. Market knowledge
5. Communication and negotiation skills
6. Ability to build rapport
7. Time management and planning skills

**Annual CTC offered : 9 - 10 lacs Per Annum**



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**Interested Candidates may share their updated resumes on**

**[renuka.tayade@sve.tiss.edu](mailto:renuka.tayade@sve.tiss.edu) / 022-2552 5605**

**Last date for receiving applications is 15 October 2019**