



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. PuravMarg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

Vacancy for Full Time Trainer in National University Students' Skill Development (NUSSD) Programme, TISS

Tata Institute of Social Sciences (TISS) has embarked on an innovative skill development programme for University students. TISS has collaborated with several Universities across the country to help aspiring students gain skills that make them employable; skills that could help secure their future, and give them an equal chance and a sustainable job or livelihood. For more details, please visit <http://nussd.tiss.edu/>

Applications are invited for the post of Full-time Trainer in the NUSSD project.

Post Title: Trainer in the following domains:

1. Banking, Financial Markets, Insurance
2. English Communication
3. Leadership and Soft Skills
4. Entrepreneurship
5. Healthcare
6. Digital Skills
7. Media and Digital marketing
8. Data Analytics and Business Intelligence
9. Project Management
10. Legal and regulatory

Job Profile:

This position is key to the success of the programme. Selected candidates' will be responsible for:

1. Training the NUSSD students in Colleges associated with NUSSD, Mumbai
2. Conduct interactive and engaging sessions with the help of modern aids and training methodologies
3. Preparing all aids necessary for effective training of students including but not limited to Session Plans, Presentations, Activities / workshops and Field visits
4. Mapping training aids to syllabus
5. Conducting examination and evaluation
6. Scheduling classes and ensuring all requirements are in place prior to the class
7. Tracking student attendance and performance
8. Liaisoning with college authorities and NUSSD team for effective and smooth implementation of the programme in respective colleges.

9. Reporting and documentation

Eligibility Criteria:

- Post graduate in the chosen Discipline or Domain above.
- Strong domain knowledge of subjects in the relevant sector
- Good oral and written presentation skills in English and Hindi
- Good communication and liaisoning skills
- Good computer skills such as Excel, Word and PowerPoint

Experience: At least 3 - 5 years of hands on experience in the field of teaching.

Duty Station: Mumbai, Jodhpur, Jharkhand (Ranchi / Jamshedpur)

Duration: 1 year

Type of Contract: Temporary / Project staff

Interested candidates may send their Resumes/CVs along with their letter of interest explaining in not more than 350 words each on the following questions:

1. What drives your interest in working for this project?
2. What are the skills you possess which will make you well suited for this role?

Kindly apply with the subject line – ‘Application for the position of Full time Trainer, NUSSD’ and email it to cv-nussd@tiss.edu

Last date of receiving application: July 31st, 2017, till 5:00 PM
Shortlisted candidates will be called for an interview through phone and email.

The selected candidates have to join immediate

