



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

TISS/ADVT/C SOL/FEB2017

Non Teaching position required for Centre for Social and Organizational Leadership(C SOL)

School of Management and Labour Studies

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 53 Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

The School of Management and Labour Studies has 5 Centres in (i) Social and Organisational Leadership; (ii) Human Resources Management and Labour Relations; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance.

The School invites interested candidates to apply for the following position to be filled on contract for a period of one year initially and to be extended based on performance of the candidate and requirement of the institute.

We are pleased to invite you to join the Centre for Social and Organisational Leadership at Tata Institute of Social Sciences as Programme in Charge at our new location in Bengaluru.

Programme In-Charge (One post)

Location: Bangalore

Qualification – Good academic record with at least 55% of the marks or an equivalent grade of ‘B’ in the 7 point scale with letter grades O, A, B, C, D, E and F at the Master’s Degree in social sciences/ Management (or equivalent). The candidate must have minimum of two years of work experience in the relevant field.

Remunerations: The selected candidate will be appointed for a period of twelve months and will be paid a consolidated amount of Rs 65000/- to 70000/- p.m.

Job Responsibilities:

- The Programme in Charge (PC) will be the face of the Centre for Social and Organisational Leadership (C SOL), TISS in Bangalore. This would entail being in touch with each OD & Change Diploma participant regarding their progress during the Programme, any issues being faced, any help they might need and the general feedback both with regards to the physical as well as emotional requirements for an effective learning environment.
- PC will be the person-in-charge for all the centre related issues in terms of logistics. This would mean being the main person to coordinate the logistics with the administration of the

Bengaluru facility and the Programme Manager at Mumbai C SOL office in order to ensure that the weekend classes run smoothly, especially with regards to infrastructure.

- PC will be actively involved along with the C SOL chairperson to arrange and make available the best resource persons for conducting classes as per the course requirements and the specific context of Bengaluru.
- PC have to ensure the smooth flow of the classes in terms of content. This would mean being perceptive about the needs of the assigned resource people in terms of any help with preparation materials for the class such as audio-visuals, print-outs etc.
- PC will be prepared every weekend to engage the participants in case of an unfortunate or last minute non-availability of the slotted resource person.
- PC will be an effective bridge between the Bengaluru location and the Centre in Mumbai. This would mean gauging the tangible and intangible feedback of both the faculty and the participants. It would also mean conveying the same regularly to the Centre chairperson in Mumbai and together evolving action plans to address issues if/as-and-when they present themselves.
- PC will be an active facilitator between organisations and participants for the field immersion component of the curriculum in the specific context of Bengaluru.
- PC has to be proactive and also need to think of creative ways to keep the participants inspired and motivated by preparing a wholesome and engaged learning atmosphere, including designing and practising expansive learning methodologies.

Other Conditions:

- The Institute reserves the right to not fill up the vacancies advertised.
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- No queries or correspondence regarding issue of call letter for interview / selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.
- The institute reserves the right to relax qualification of the candidate based on the work experience.
- No TA / DA is payable for appearing for the interview.

To apply, please e-mail your CV and a covering note regarding your suitability for the position you applied for to csol@tiss.edu latest by March 3, 2017 .

Date of interview: The eligible candidates will be communicated by an e-mail and a phone call to appear for the interview to be conducted at Montfort College, Bengaluru in the Second week of March, 2017.

The candidate is expected to join the position within 10 days of selection.

Registrar