



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

ADVT.No. TISS/CSOL/MDP/August/2017

**Programme Manager: MDP & Special Events**  
at the Centre for Social and Organisational 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. TISS offers 50 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. TISS offers a very challenging & fulfilling academic environment and opportunities for those committed to creating a just society through education, generation of knowledge and field action.

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

The Centre for Social & Organisational Leadership, C SOL, invites interested candidates to apply for the following position to be filled on contract for a period of 6 months initially and extendable based on performance of the candidate and requirement of the Institute.

**Programme Manager: MDP & Special Events (one post)**

**Monthly remuneration:** Rs. 45000 to 50000

**Qualification & experience:** 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 or Management (or equivalent).

Applicants should ideally have two or more years of relevant work experience and proficiency in MS-Excel. Ability to design and produce promotional material (e.g. posters, emailers, videos) using commonly available computer software is essential. Ability to plan & implement promotional campaigns using social media and email-marketing platforms (e.g. MailChimp) is highly desirable.

**Key roles and responsibilities:**

- Facilitate smooth running of the Management Development Programmes (MDP) and special Events by co-ordinating with applicants, faculty, staff, administration and with external parties.
- Develop, maintain and regularly update the databases of companies & key contacts for promotion and operations of MDPs & events. Maintain all information related to MDPs & events.

- Design, execute, track and improve promotional campaigns using social media and email-marketing platforms. Coordinate, track and manage the nomination/application and payments procedures involved in MDPs & events.
- Undertake and manage the day-to-day operations involved in MDPs & events. This will include coordination with faculty, technical support functions and various administrative departments of TISS, and with external parties.
- Obtain, organise and analyse feedback from participants and parties involved. Implement tracking of a range of metrics and design improvements for the MDPs & events as a whole.
- In order to perform effectively, the programme manager is required to be present at the venue/office on days (including weekends) when MDPs & events are being held.

**Application fee:** The application fee of Rs. 500/- to be paid online. The SC/ST/PWD candidates will be waived from the application fee if they attach the required certificate to the online application form. The application will be valid only on receipt of the application fee for those who are required to pay. Fees once paid shall not be refunded under any circumstances.

**Other conditions:**

- The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview who may not have applied for the vacancy as per the above procedure.
- 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.
- The position is unreserved, but candidates belonging to reserved category can apply.
- 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.
- In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

**Application process and interview:**

1. Candidates are requested to apply online through the link (**Apply now**) provided along with this advertisement on the Institute website [www.tiss.edu](http://www.tiss.edu).
2. Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
3. Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Mumbai.

**Important Dates:**

Last date for receipt of online application: September 15, 2017

Interviews are likely to be held between September 20 and 25, 2017.

Selected Candidates are expected to join within 15 days of their selection.

Registrar