

Title of advt.: Advertisement for the post of 'Senior Manager – Human Resources & Legal' for TISS School of Vocational Education.

1. Advertisement No. : TISS/SVE/March /2021/4
2. Date of advt. (The date of posting of advt.): **26 March 2021**
3. Interview type (Based on scrutiny/walk in) : **Based on Scrutiny**
4. Last date of submission of applications : **12 April 2021**

Job Title - Senior Manager - Human Resources & Legal

Brief on the Institution

In December 2011, Tata Institute of Social Sciences set up the School of Vocational Education (SVE) to provide immediate and definite interventions to improve the skill levels of millions of youth, through appropriate vocational training programmes. The target beneficiaries include organized and unorganized workforce across the industries and SVE aims to cover every individual who needs to develop employable skills. A vision of creating an ecosystem that would bring back the dignity of labour to all professions and occupations to create sustainable sources of income for the blue collar workforce and youth in the country. For more details visit our website www.tiss.edu

We are looking for a Senior Manager Human Resources & Legal who will be responsible for providing overall direction of human resources operations and support across all employees and responsible for all legal issues of the school.

Your Responsibilities:

- **Appointment & Hiring**
 1. Execution and review the hiring and appointments within the school and as per set guidelines.
 2. Ensure employee background and credential checks are conducted.
 3. Ensure minimal hiring cost
 4. Consult with managers and supervisors on writing and developing job descriptions to meet staffing needs.
 5. Conducting Internal Job postings
- **Employee Relations**
 1. Ensure seamless onboarding and induction
 2. Address and resolve employee issues and concerns
 3. Engage employees through internal and external trainings
 4. Organise Employee engagement activities
 5. Oversee and manage separations

- **HR Operations**
 1. Ensure employee data and files are updated on a regular basis
 2. Attendance Management
 3. Compensation and Payroll Management
 4. Performance Management
 5. Benefits administration
 6. Exit Management including full and final settlements
- **Policy, Planning and Process Improvement**
 1. Develop, plan, process and implement best practices
 2. Collaborate and actively participate in University focused group meetings
- **Others - HR Audits & Reports**
- **Legal**
 1. Providing legal advice and support on a wide range of legal activities.
 2. Advising on general business law issues and managing the legal issues of all areas of the School including but not limited to procurement, safety, security, insurance and sustainability issues.
 3. Represent the department as required in liaison with various stake holders internal and external
 4. To anticipate and manage the (legal) risks connected with or resulting from the business strategy and operations.
 5. To secure compliance of business operations with relevant laws and regulations.
 6. To pro-actively create and maintain awareness of business employees for (compliance with) relevant laws and regulations.
 7. Ability to deliver high-quality work under deadlines.
- Should be willing to take up task apart from that specified as per the requirement of the school and carry out additional duties and responsibilities as required from time to time.

Your Skills:

- 10+ years of experience out of which **minimum five years in the Education field**
- Excellent written and verbal communication & MS office skills
- Knowledge of HR process and systems
- Strong legal experience
- Solid knowledge of general education/business law

- Excellent interpersonal skills

Qualification - Minimum 2 years Post Graduate in Human Resources and with a Bachelors degree in Law.

Reporting to - Programme Head

No of positions - One

Location - This position will be based in Mumbai.

Arrangement - Contract for a period of 2 years and extendable based on individual performance and the schools performance.

Industry - Education Management

Employment Type - Contract

Salary Range - As per industry standard

Email your resume/cv to : anamika.dubey@sve.tiss.edu

General Instructions

1. Applicants are advised to submit online applications. Offline applications will not be accepted.
2. The Institute reserves the right in short listing the candidates. Only short listed candidates will be contacted for an interview through an email.
3. The Institute may offer a lower post to a candidate, in case the Selection Committee recommends so.