

RECRUITMENT NOTICE

Applications are invited for the following temporary positions as 'Project Staff' appointment on a tenural contract basis at the Office for International Affairs, Tata Institute of Social Sciences, Mumbai. The Office for International Affairs (OIA) is looking for applicants who are highly motivated, hard-working, multi-tasking, pro-active, creative and competent professionals to handle important roles that facilitate strategic international linkages and collaborations between TISS and different foreign universities/institutions.

1. EXECUTIVE - FINANCE – 01 Position

Eligibility:

Candidates should have passed M.Com Degree with at least 55% marks and with min. 3 years of work experience in the relevant field. In addition they should have passed MS-CIT & Tally from a Government recognized Institution. Candidates having qualification like CA or ICWAI Inter will be given preference.

Similarly, apart from the finance and accounting background, candidates need to possess good written and oral communication & comprehension skills in English language and advanced computer skills in Word, Excel, Power-point and ERP.

The primary responsibility of the Executive Finance (OIA) is as follows:

- Management of overall finance and accounting activities
- Preparing accounts related database for OIA and handle day to day accounting activities
- Prepare income and expenditure statements and reports for OIA
- Development of new templates/ formats/ trackers and support documents that helps OIA's work
- Maintain all accounting voucher entry, releasing payments for respective parties, maintaining general ledgers, party ledgers, sales ledgers, purchase ledgers, etc.
- Maintain data records in Tally/ Excel/ Word as per OIA/ Funding requirements
- Handle internal administrative payments and receipts
- Prepare debit note, credit note, invoices and be responsible for transactions of payments
- Process financial assistance or advance for students / staff and faculty
- Suggest and implement process improvement - accounting procedures with long term sustainability
- Keeping all the information - updated and in proper formats and systematic filing of office copy/ documents
- Maintaining the records of inward and outward entry of finance related documents
- Preparing financial reports (quarterly, half-yearly, annual reports, any other)
- Prepare matrix for the inflow & outflow of cash/ funds/ accommodation rent/ etc.
- To work with international partners to address the queries related to finance to process settlement
- To keep track of payment and expenditures against scholarships / fellowships like ICCR / Fulbright-Nehru Scholarship / Endeavour / Erasmus Mundus etc.
- Prepare tracker for salaries of OIA staff and projection for the coming years.
- Process the request of fixed deposits/ any investments of OIA. Plan investment of OIA funds
- Work on preparing policy for payment, remuneration and incentives for OIA
- Working extra hours to meet deadlines (if required) and any other task may also be allocated – as and when required.

The tenural appointment is for 3 years and with a **consolidated remuneration of Rs. 37,500 per month.** The selected candidate shall be entitled to health insurance. The appointed candidates will be paid an annual increment @ 5% of the remuneration every year.

2. ASSISTANT EXECUTIVE - FINANCE - 01 Position

Eligibility:

Candidates should have passed M.Com Degree with at-least 55% marks and with min. 02 years of work experience in the relevant field. In addition they should have passed MS-CIT & Tally from a Government recognized institution. Candidates having qualification like CA or ICWAI Inter will be given preference.

Similarly, apart from the finance and accounting background, candidates need to possess good written and oral communication & comprehension skills in English language and advanced computer skills in Word, Excel, Power-point and ERP.

Key Responsibilities:

The primary responsibility of the 'Assistant Finance Executive' will be to assist the Executive Finance, in the Overall Financial Management and Accounting Activities in the OIA; support in preparing accounts related database for OIA and handle day to day accounting activities; prepare income and expenditure statements and reports for OIA; Maintain all accounting voucher entry; releasing payments for respective parties, maintaining general ledgers, party ledgers, sales ledgers, purchase ledgers etc; maintain data records in Tally/ Excel/ Word as per OIA/ funding requirements; maintaining the records of inward and outward entry of finance related documents; managing OIA On-campus accommodation; working extra hours to meet deadlines (if required) and any other task may also be allocated – as and when required.

The tenural appointment is for 3 years and with a **consolidated remuneration of Rs. 34,000 per month.** The selected candidate shall be entitled to health insurance. The appointed candidates will be paid an annual increment @ 5% of the remuneration every year.

3. OFFICE ASSISTANT - 01 Position

Eligibility:

Candidates should have passed 12th standard with at least 50% marks and with min. 02 years of work experience in the relevant field. Candidates need to possess good written and oral communication & comprehension.

Key Responsibilities:

The primary responsibility of the Office Assistant will be to assist the OIA with FRRO registration of international students and researchers including issuance of relevant documents, logistical support including travel, accommodation and food arrangements during OIA programmes and for individual international guests, communication and postage, documentation assistance, inventory and approval records.

The tenural appointment is for 3 years and with a **consolidated remuneration of Rs. 24,000 per month.**

The selected candidate shall be entitled to health insurance. The appointed candidates will be paid an annual increment @ 5% of the remuneration every year.

How to apply

Applicants should submit the following documents to apply for the above mentioned positions:

1. Covering Letter to Chairperson, Office for International Affairs (with the details of the position applied for)
2. Latest CV
3. Passport Photo – 02
4. SOP – Stating your interest to work with the Office for International Affairs (specifying the position)
5. Copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
6. Testimonials and Work Experience Letters (Mandatory)
7. Recommendation Letters (Min. 02)

Eligible and interested candidates may send their documents to internationaloffice.tiss@gmail.com on or before **25 March 2022**.

Shortlisted candidates will be communicated by e-mail to appear for a written test and/or a personal interview at a scheduled time and date.

Other conditions

- (a) The age not exceeding 35 years as on the last date of receipt of application. Age will be relaxed in case of exceptional candidates;
- (b) The Institute reserves the right to not to fill up the vacancy advertised;
- (c) 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 written test and interview;
- (d) No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the post;
- (e) Relaxation in qualification, experience and age will be prerogative of TISS;
- (f) No TA/DA is payable for appearing in the written test and/or interview.

Selected candidate will have to join within a reasonable time from the date of their selection.

Dy. Registrar (P&A)