



Tata Institute of Social Sciences

(Declared as a Deemed to be University under Section 3 of the UGC Act, 1956 a grant -in-aid Institute under Ministry of Education, Government of India)
V.N. Purav Marg, Deonar, Mumbai 400088



Project Description: -

Saksham which means "Capable" or "Self-reliant" in Sanskrit is a TISS field project comprising of two projects: Saksham Pravaah & Saksham Pramaan.

Saksham Pravaah introduced counselling services for Drug Resistant (DR) TB patients in collaboration with the Central TB Division, Government of India. Given the demonstrated impact, Saksham Pravaah was entrusted to build capacities of TB Staff on counselling soft skills. In its fourth phase of intervention, Saksham Pravaah will expand the capacity building initiative to all cadres under the National Tuberculosis Elimination Programme and develop a state-of-the-art demonstration model for holistic Patient Care and Support.

Saksham Pramaan- Targeted intervention and programme evaluation is a three-year project as sub-recipient to NACO and is funded by the global Fund. The project has two components; first includes evaluation of Targeted Interventions (TI) and Link Worker Schemes (LWS), build capacities of the evaluators and to coordinate evaluations of all TI and LWS projects under NACP. Second component includes design and conduct concurrent and mid-term evaluation of select programmatic interventions under NACP.

Name of the Post:	: General Manager- Finance & Administration Saksham
Job Location	: Mumbai
Duration	: Till 31st March 2027.
No. of Position	: One
Remuneration CTC	: Up to Rs. 93,713/- per month.
Application Link	: https://forms.gle/fZ1WFvydhjyqUVt39
Last date of Application:	: 15th August 2024

Terms of Reference for the position of General Manager Finance & Administration.

Purpose: The General Manager of Finance & Administration oversees and manages all financial and administrative functions within the organization, ensuring compliance, efficiency, and strategic alignment with the Saksham's objectives (HIV and TB)

Reporting to: Project Director

Key Responsibilities:

- **Financial Management:**

- Develop and execute financial strategies, budgets, and forecasts in alignment with Saksham deliverables (HIV and TB).
- Supervise financial reporting, analysis, and ensure accuracy and timeliness in financial statements.
- Implement and monitor internal controls to safeguard project assets and ensure compliance with regulations.
- Lead financial audits and liaise with external auditors.

- **Administration:**

- Oversee administrative functions, including but not limited to HR, facilities, and general operations.
- Streamline administrative processes to enhance efficiency and cost-effectiveness.
- Ensure compliance with legal and regulatory requirements in all administrative areas.

- **Team Leadership:**

- Supervise, mentor, and support the finance and administrative teams.
- Foster a culture of collaboration, professional growth, and high performance within the department.

- **Strategic Planning:**

- Provide strategic input regarding financial and administrative matters to the executive team.
- Contribute to the development and execution of organizational strategies and initiatives.

- **Qualifications and Experience:**

- CA, CWA, Master's in Business Administration, or a related field.
- 10 -15 years of progressive experience in financial management within the academic institution, development agencies, civil society.
- Strong knowledge of financial principles, accounting practices, and regulatory standards.
- Proven experience in strategic planning, budgeting, and financial analysis.
- Excellent leadership, communication, and interpersonal skills.



Tata Institute of Social Sciences

(Declared as a Deemed to be University under Section 3 of the UGC Act, 1956 a grant -in-aid Institute under Ministry of Education, Government of India)
V.N. Purav Marg, Deonar, Mumbai 400088



- **Key Competencies:**

- Financial acumen and strategic thinking.
- Strong leadership and team management abilities.
- Analytical and problem-solving skills.
- Attention to detail and accuracy.
- Adaptability and ability to work in a fast-paced environment.

- **NOTE-**

Kindly apply through Google form, the link

https://docs.google.com/forms/d/e/1FAIpQLScm5FrNcnj4nczlpFp9dFioXlkc85mhRvJ_QprqhA55-VJNA/viewform?usp=sf_link

Only shortlisted applicants will be called for the Interview.

Prof. Shankar Das
Project Director
Saksham