



TATA INSTITUTE OF SOCIAL SCIENCES

SCHOOL OF VOCATIONAL EDUCATION

(V N Purav Marg, Deonar, Mumbai, Maharashtra 400088)

Title of advt.: Advertisement for the post of 'Assistant Manager/Manager-Information Technology (IT)' for TISS School of Vocational Education.

1. Advertisement No.: **TISS/SVE/MAY /2021/01**
2. Date of advt. (The date of posting of advt.): **16 June 2021**
3. Interview type (Based on scrutiny/walk in): **Based on Scrutiny**
4. Last date of submission of applications: **27 June 2021**

Job Title - Assistant Manager/Manager-Information Technology (IT) Department

About Tata Institute of Social Sciences

The Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work in Mumbai to create human service professionals to address the issues of unemployment and poverty in the context of the Great Depression of the 1930s. In 1944, it was renamed as the Tata Institute of Social Sciences, and in 1964 the Government of India (GoI) declared TISS as Deemed to be a University under Section 3 of the University Grants Commission (UGC) Act, 1956. The vision of Tata Institute of Social Sciences has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people- centred, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and human rights for all. The National Assessment and Accreditation Council (NAAC) rated TISS with a score of 3.89 out of 4.00, the second highest score among universities accredited thus far. As per the Gazette notification (dated February 12,2018) TISS is recognized as category 1 university. TISS NIRF Rank is 57 (overall)/ 34 (All University). In December 2011, Tata Institute of Social Sciences (TISS) 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.

About School of Vocational Education (SVE)

The approach adopted by TISS-SVE is called the 'Internship Embedded Skill Training Programme'. The Vocational Educational Programme is being implemented for the first time in India with a focus on job-specific skills rather than providing only a broad knowledge based education. The aim of this 'Earn While You Learn Model' is to enable the students to learn the skill by engaging

in internship at real shop floor of the industry/company along with theory training in the classroom. Through this model, the student may also earn a modest stipend during internship of the course. Although, stipend is not mandatory for the Skill Knowledge Providers, TISS-SVE strongly encourages Skill Knowledge Providers (SKPs) to adopt this practice.

We are looking for Assistant Manager/Manager-Information Technology (IT) who will be responsible for project management, application support and software development.

Your Responsibilities:

- Requirements Gathering and High Level Solution Design - understand the user's business requirements and suggest possible IT solutions to handle the same
- Project Management - Lead and co-ordinate development of the required application functionality from the software vendors
- Production Support - Ensure that the core applications of SVE are functioning appropriately. In case of any issues, trouble shoot the same and coordinate with vendors or TISS internal teams to resolve the issues or suggest workarounds if any.
- Design and maintain all IT processes within the IT team.
- Develop and Maintenance of In-house Applications in PHP

Your Skills:

- IT Vendor management
- Proven Project Management Experience
- Good Web Application Development Experience (HTML, JavaScript, Core PHP, jQuery, MySQL)
- Experience on Ajax, CodeIgniter framework & WordPress will be a plus
- Experience with LAMP stack, Linux command line
- Experience in managing hosted environments (AWS, Azure, etc.)
- Good knowledge on source version control and deployment using git & bitbucket
- Excellent written and verbal communication
- Excellent Presentation skills

Qualification - Minimum 2 years Post Graduate in Information Technology (IT) or Computer Application

Work Experience - 7 to 10 years out of which **minimum three to five years' domain experience in IT Department of University/ Educational Institution.**

Reporting to - Senior Manager

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's performance and requirement of SVE.

Industry - Education Management

Employment Type - Contract

Salary Range - Rs. 50,000 – Rs. 70,000 per month (Consolidated)

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

General Instructions

1. Please mention **“SVE Asst. Manager / Manager- IT_2021”** in the subject line of your email.
2. Applicants are advised to submit online applications. Offline applications will not be accepted.
3. The Institute reserves the right in shortlisting the candidates. Only shortlisted candidates will be contacted for an interview through an email.
4. The Institute may offer a lower position/salary to a candidate, in case the 'Selection Committee' recommends so.

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School of Vocational Education