

**Position:** Assistant Manager (Incubation and Programmes)

**Department:** Centre for Social Entrepreneurship, School of Management and Labour Studies, Tata Institute of Social Sciences, Mumbai

**Reporting To:** Incubation Manager, AVP (Incubation and Excellence) and VP (Incubation and Excellence)

**About Centre for Social Entrepreneurship:** Centre for Social Entrepreneurship was set up in 2007 under the School of Management and Labour Studies at Tata Institute of Social Sciences, Mumbai. The Centre offers a full time two years Masters Programme in Social Entrepreneurship. To nurture the aspiring social entrepreneurs at TISS, it has also set up an Incubation Centre established under the Innovative Scheme of University Grants Commission. It has created a strong network also successfully setup up rural incubators in partnership with organisations with similar vision. The Centre also helps the corporates in designing innovation CSR models keeping Social Entrepreneurial approach at the core and offers Executive Post Graduate Diploma Programmes in these fields.

**Educational Qualifications:** Post-Graduate in Management

**Experience requirements:** Minimum 2 years work experience in managing office setups and handling project roles especially in start-ups and/or incubation ecosystem

**Job Roles:**

- a) Co-ordinate with the Incubation Centre Team and other stakeholders for implementation of the programmes
- b) Co-ordinate and follow-up with TISS Administration and Accounts Department to seek approvals for implementation of the activities and programmes (from start to the closure of programmes)
- c) Co-ordinate activities for educational and outreach programmes
- d) Record and share minutes of meetings, action taken reports, and also carry out related follow-ups
- e) Record and maintain data related to the Incubation Centre, incubates, fellows and related programmes
- f) Communication with all stakeholder through email, phone calls under guidance of reporting officials
- g) Develop creatives/flyers for announcement of events
- h) Edit videos and/or recordings
- i) Track and update social media handles

**Competencies Required:**

- a) Excellent verbal and written communication skills
- b) Excellent interpersonal skills
- c) Excellent knowledge of using MS office

- d) Enthusiastic and self-motivated
- e) Excellent Team worker
- f) Knowledge of using video/audio/creative editing tools will be preferred

**Duration of Engagement:** One year extendable on satisfactory performance

**Salary:** Rs. 30,000/- per month (consolidated)

**How to apply?**

Interested candidates may send detailed CV with details on the competences explained above to [tiss.cse@tiss.edu](mailto:tiss.cse@tiss.edu).

**Last Date**

Submission of CV: December 20, 2021 - 06.00 PM

Date of online interview will be notified to only the shortlisted candidates.

**Tata Institute of Social Sciences, Mumbai reserves all rights of shortlisting and selection, and will not communicate in any manner with individuals about the reason(s) thereof or otherwise.**