

10.05.2023

## **Designation - Programme Manager**

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

**Reporting To:** Incubation Manager

**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:** Graduate in any discipline plus 3 years of experience or Post-graduation with one year of work experience.

Preference will be given to the candidates having work experience in secretarial/officer roles would be preferable.

### **Job Role:**

- Provide necessary operational assistance to Incubation manager.
- Coordinate with the field team on a daily basis
- Maintain weekly project updates
- Schedule and plan meetings and appointments as required.
- Coordinate with other departments such as accounts, travel and admin
- Ensure timely settlement of bills of expenses for the project and leadership team.
- Create and update records ensuring accuracy and validity of information
- Prepare detailed project report.

### **Competencies Required:**

- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving
- Excellent written and verbal communication skills
- Proficiency in MS Office

**Duration of Engagement:** Seven Months.

Salary: Rs. 30,000 – 35,000 per month (consolidated), as recommended by the Selection Committee.

### **How to apply:**

Eligible candidates should send a detailed CV and Statement of Purpose latest by May 25, 2023 by email to [sujay.dixit@tiss.edu](mailto:sujay.dixit@tiss.edu). Late responses will not be

accepted. Only shortlisted candidates will be called for interview, they will be informed through email. Cost of travel and stay will have to be paid by the candidates. Selected candidate will have to join on June 01, 2023. No communication will be made with the candidates who do not qualify selection or shortlisting.