



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT. REF. NO.TISS/OCT/2016

**TISS Invites applications for position of
Consultants for
State Project Directorate
Rashtriya Uchchar Shiksha Abhiyan,
Maharashtra.**

Background

Rashtriya Uchchar Shiksha Abhiyan (RUSA) is a newly launched centrally sponsored scheme by the Ministry of Human Resource Development, Government of India to support the State Higher Education system. It provides a fresh approach to address concerns of access, equity and excellence through a reform based approach. The details of the scheme are available at <http://www.mhrd.gov.in/rusa>

A Technical Support Group RUSA to assist the State Project Directorate (SPD) is to be created to provide technical, strategic, and other support to the implementing bodies and assist in capacity building of all stakeholders for the successful implementation of the scheme.

TISS is seeking dedicated, hardworking and bright people to work as Consultants with SPD, Maharashtra.

Compensation

1. The successful candidates in the Senior Consultant grade will be offered a starting salary within the range of Rs.60,000 - Rs.80,000 per month.
2. The successful candidates in the Junior Consultant grade will be offered a starting salary within the range of Rs.40,000 - Rs.60,000 per month.

The compensation is, however, negotiable in keeping with the experience and qualifications. The selection board will have the discretion to consider whether the selected candidate may be given senior or junior grade based on relevant qualifications and work experience of the selected candidates.

Type of Contract

The successful candidate will be awarded a fixed-term 2-year contract which will include a 6-month probation period. Roles and responsibilities and performance appraisal framework will be developed and agreed at the beginning of the contract period.

S.No.	DETAILS
2.	<p style="text-align: center;"><u>Senior Consultant - Program Management and IT</u></p> <p>Skills</p> <ul style="list-style-type: none"> • Strong understanding of the development sector especially higher education sector • Ability to grasp concepts and adaptability to deal with changing environments • Ease in dealing with various government departments/institutions. • Field Experience • Good communication skills (oral and written) • Strong qualitative and quantitative analytical skills • Excellent negotiating skills • Excellent IT and presentation skills • Ability to work under pressure and keep deadlines • Excellent knowledge of English and preferably Marathi <p>Qualification</p> <ul style="list-style-type: none"> • Masters in any of the fields of Business Administration/Economics / Statistics /Social Sciences/ Management/ Computer Science/ Information Technology/ Data Management/ Communication/ & Allied Disciplines. • Candidates with MBA degrees and experience with managing development programs / CSR programs/Incubation and innovation centers will be preferred. • At least 5-8 years of work experience in program management in development sector, preferably in the education space <p>Job Description</p> <p>The Consultant will be involved along with RUSA Team in the</p>

	<p>implementation of RUSA. The main task will be to help manage various program components under RUSA and provide technology enabled systems for review & monitoring.</p> <ul style="list-style-type: none"> • Liasoning closely with the stakeholders in planning, coordinating and management of various components and activities under RUSA. • Providing IT support and solutions to SPD Office and beneficiary institutions for effective functioning and implementation of Programme. • Implementation and operationalising the MIS systems in SPD office and institutions under RUSA. • Creation of the RUSA website content with support of Team and liasoning with IT partners. • Managing all the documents, formats, guidelines and resource materials. • Editing and controlling the content of the RUSA website, updating the website with latest information, circulars, clarifications and resource materials. • Liasoning with the Team members on Planning, Coordination and Evaluation to ensure that the MIS designed is relevant. • Track State wide Performance indicators linked with allocations. • Assisting in the designing and imparting of training to the intended users of MIS. • Assist in designing e-platform for data collection and statistics on higher education from various sources. <p>In addition, the consultant will be working on various aspects of the scheme at the state level as well as the engagements at state level as a part of larger teams. This will include:</p> <ul style="list-style-type: none"> • Interacting with state governments, functionaries, State Higher Education Council (SHEC). • Engaging and communicating effectively with relevant stakeholders at state level to prepare the State for reforms. • Planning, managing and coordinating various activities being carried out by SPD within the State. • Any other activities/task as the SPD may deem fit.
2.	<p><u>Senior Consultant - Media Support, Research & Documentation</u></p> <p>Skills</p> <ul style="list-style-type: none"> • Strong understanding of the development sector especially higher education sector • Proficiency in social media communication, research and documentation.

- Ease in dealing with multiple stakeholders, and government agencies
- Excellent Organizational Skills including event management
- Good Communication and Interpersonal Skills
- Research abilities (Strong qualitative and quantitative analytical skills and Academic Writing)
- Excellent knowledge of English and preferably Marathi
- IT Skills

Qualification

- Graduation in any of the fields of Journalism/Mass Communication/ Social Sciences/Economics/Literature/ Management / or Allied Discipline.
- At least 5-10 years of work experience in the development sector, preferably in the education space or a candidate with doctoral degree.
- Involvement in Event and training management activities will be strongly preferred.

Job Description

The Consultant will be involved along with other members of the team in the implementation of RUSA in the State. The main tasks of the Consultant will be related to the following:

- Assist State Project Directorate in research, documentation and publications on RUSA initiatives.
- Manage office communications to media and other stakeholders.
- Manage social Media platforms (Facebook/linkedin/website)
- Organizing meetings, conferences and events.
- Coordinate with stakeholders including sponsors, industry, media and government agencies
- Designing student centric initiatives and awareness campaigns under RUSA.
- Identifying resources on international, national and state level that could be useful in effective implementation of RUSA. Approaching and engaging with such institutions or people to build partnerships.
- Organizing Events such as innovation /ideation forums, tech fest, students lead events etc.
- Documentation of Best Practices in Higher Education across the state and help create content for short films, videos, documents

In addition, the Consultant will be working on various aspects of the scheme. This will include:

- Interacting with State Governments, functionaries, State

	<p>Higher Education Council</p> <ul style="list-style-type: none"> • Any other activities/task as the SPD may deem fit.
3.	<p><u>*Consultant-Executive Assistant/ OSD to State Project Director</u></p> <p>Skills</p> <ul style="list-style-type: none"> • Excellent Organizational Skills • Ability to work under pressure and meet deadlines • Good Communication and Interpersonal Skills • Research abilities • Working capacity with Computers- Windows, Outlook and Internet. • Excellent knowledge of English and preferably Marathi • Ability to grasp concepts and situations, adaptability in dealing with changing environments. • Strong qualitative and quantitative analytical skills. • Knowledge of database management. • Proficiency in documentation and social media. • Excellent in IT skills and presentation. <p>Qualifications</p> <ul style="list-style-type: none"> • Graduation or Masters Degree with 3-5 years of experience in handling administrative and logistical support. Candidates with work experience in Government/International/Autonomous agencies will be preferred. Candidates with MBA background or in public policy/education will get additional weightage. <p>Job Description</p> <ul style="list-style-type: none"> • The Executive Assistant/OSD will be working with SPD on various aspects of the scheme at the state level as well as the engagements at state level as a part of larger teams. • Assist State Project Director in research. • Manage office communication. • Organizing meetings and conferences and logistics. • Coordinate with different Ministries and State Government on administrative and logistical issues. • Any other activities SPD may deem fit. <p>The grade will be decided on basis of qualification and work experience.</p>

4.	<p style="text-align: center;"><u>Junior Administration Consultant</u></p> <p>Skills</p> <ul style="list-style-type: none"> • Excellent Organizational Skills • Ability to work under pressure and meet deadlines • Good Communication and Interpersonal Skills • Pleasant personality • Working capacity with Computers- Windows, Outlook and Internet • Good knowledge of English and Marathi • Ability to grasp concepts and situations, adaptability in dealing with changing environments. • Excellent negotiating skills. • Strong qualitative and quantitative analytical skills. • Knowledge of database management and data entry operations • Proficiency in documentation • Ability in ICT usage <p>Qualifications</p> <ul style="list-style-type: none"> • Candidates who have passed graduation in any discipline with minimum of 60% marks in the aggregate and having good command over spoken and written English, Hindi and Marathi • 2-5 years of experience in handling administrative and logistical support. Candidates with in work experience in Government/International/Autonomous agencies will be preferred <p>Job Description</p> <ul style="list-style-type: none"> • Manage day-to-day administrative functions • Manage office communication • Manage logistics as required for activities and team members • Organizing meetings and conferences • Coordinate with different Ministries and State Government on administrative and logistical issues • Any other activities SPD may deem fit
5.	<p style="text-align: center;"><u>Junior Consultant - Management Information System, Media Support & Documentation</u></p> <p>Skills</p> <ul style="list-style-type: none"> • Strong understanding of Information technology systems and

	<p>multi media</p> <ul style="list-style-type: none"> • Ease in dealing with multiple stakeholders, building consensus and dealing with various government agencies • Ability to grasp concepts and creating MIS • Excellent communication and negotiating skills. • Ability in ICT usage. <p>Qualifications</p> <ul style="list-style-type: none"> • Graduation in any of the fields of Computer Science/ Information Technology/ Data Management/ Communication/ & Allied Disciplines • At least 2-5 years of work experience in the development sector / documentation involving IT applications and MIS/media/documentation • Background in implementation of Management Information Systems (MIS) in large and complex environment is desirable. <p>Job Description</p> <p>The Junior Consultant will be involved along with RUSA Team in the implementation of RUSA. The main focus area of the consultant will be the development and implementation of the MIS system under RUSA. The responsibilities will include:</p> <ul style="list-style-type: none"> • Designing the Management Information System for RUSA such that it is simple, user friendly and scalable across the State. • Implementation and operationalizing the MIS systems across the state and institutions under RUSA • Creation of the RUSA website content with support of Team • Managing all the documents, formats, guidelines and resource materials • Track State wide Performance indicators linked with allocations • Assisting in the designing and imparting of training to the intended users of MIS of the beneficiary Institutions.
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- The State Project Directorate is located at Mumbai, Maharashtra.
- There is no bar for applying for more than two posts.
- Candidates should submit a covering letter mentioning the name of the specific post applied for and how the candidates are best suited for the job along with detailed CV.
- Candidates should provide two references with their contact details.

Note: Retired Individuals may also apply to provide their expertise in specific domains. Remuneration will be commensurate with their level of engagement with the Organisation, domain knowledge and skills.

Interested candidates are invited to submit expression of interest with CV to **Ms. Komal Mayekar** - Email id : applytorusa@gmail.com

Last date for submission of expression of interest with CV: **5th November, 2016**

Shortlisted candidates shall be contacted for interview.

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 of the post.