



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

Advertisement no. TISS/ITSMC/01MngIT/SEPT/2022

09.09.2022

Last Date of Receiving Application: 19th September 2022

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt. of India. TISS is a Grade I University with NAAC score of 3.89/4 and NIRF 2021 rank of 37 among Indian Universities and 70 overall.

With campuses at Mumbai (Main) and off campuses at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, 3 Under Graduate programmes in social science disciplines, and over 30 Under Graduate programmes in vocational education (B.Voc. programmes).

The Institute is currently looking for bright candidates to work with the IT Service Management Centre for managing all IT related academic activities of the Institute and Design and managing applications for the Institute.

Applications are invited for the post of Senior Manager IT to be appointed on Contractual basis for a period of one year initially and extendable based on performance of the candidate and requirement of the Institute.

Senior Manager IT 1 No

Qualifications:

Masters degree in IT discipline or Computer Engineering or Masters in Computer Science or Masters in Computer Applications or MBA with minimum of 55% of aggregate marks.

Salary

Consolidated salary per month Rs. 1,00,000 to 1,20,000/- based on experience and knowledge.

Experience/ Desired Skills

At least 10 to 15 years of experience in software project management which includes:

- Experience of managing educational institutions IT requirements and application design and development.

- Budgeting, Business analysis, People Management, Change Management, Risk Identification and Mitigation, Training and Documentation, Mentoring.
- Skills to design software architecture and knowledge in networking
- Applicants must have extensive experience in managing projects involving both proprietary as well as open source software
- Extensive experience in AGILE project management would be an added advantage
- Experience in handling projects, change management, business analysis would be an added advantage
- Ability to train diverse stakeholders on IT.

Responsibilities:

Project Management:

- Business analysis, budgeting for in-house as well as outsourced projects
- SRS preparation for in-house projects
- Review the need of resources and skills and plan for skill development programs in IT Recruitment process management for recruiting in-house development team. Oversee the Management of IT hardware resources required to run software applications
- Management of human resources to deliver software products
- Ensure that the softwares are delivered as per schedule without exceeding the budget
- Review and ensure quality of the software products delivered
- Ensure that the software products are delivered in compliance with the SRS
- Ensure the effective use of version control systems for software development.
- Interface with system administrators to ensure regular system maintenance, upgradation of softwares and backup of systems/ databases, license management
- Risk identification and it's resolution after discussion with top management
- Handle escalations
- Manage the in-house software development team
- Status Report Preparation and review meetings with the top management.
- Consultation for external projects undertaken by the Institute having software component

Vendor Management:

- Vendor selection process and negotiation process for outsourced software projects
- Vendor management for outsourced software projects
- Preparing and Maintaining SLA/ Contracts
- Ensuring compliance with the SLA/ Contracts
- Reviewing of SRS prepared by vendors
- Interface between vendors and various stakeholders in the institute for effective business analysis and product delivery
- Interface between vendors and the in-house development team for effective systems integration
- Training and Mentoring:
 - Mentor and conduct training programs for the development team
 - Manage and mentor an in-house development team to deliver in-house projects
 - Manage and Mentor the team that provides end-user support

Data Centre Management:

- Plan and allocate server resources to existing and new application development.
- Monitor the servers status and its utilization based on the applications and users requirements.
- Monitor network traffic and its requirements
- Plan and make appropriate server health check and update the server resources according to the requirements.

Note- No work from home option will be provided to this position.

How to Apply:

Please email with subject as "The application for the post of Senior Manager IT" and attach a copy of your Resume along with certificate copies in PDF format to recruit-itsmc@tiss.edu.

Candidate is expected to join within a period of 15 days from the date of intimation of selection.

For any queries, please write to recruit-itsmc@tiss.edu.

Officiating Registrar