



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

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University funded by the University Grant Commission (UGC), Government of India. The TISS offers 50 Master Degree Programmes in a range of socially relevant inter-disciplinary subjects such as Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme . A high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

The Tata Institute of Social Sciences (TISS), Mumbai cell Social Impact Assessment(SIA) Cell is a consultancy cell. TISS SIA Cell is looking for Accounts and Administrative Assistant to be responsible for handling Personnel and Finance Section of our office. The individual will be handling the documentation process as well as managing files, updating paperwork and other documents, and performing other task assigned by consultants. In order for you to be selected as a candidate, you will need the ability to write clearly and be proficient with word processing applications. A pleasing personality with strong communication skills is also highly valued. The Job Description and requirement is mentioned below.

POST: Accounts and Administrative Assistant

JOB DESCRIPTION:

- Maintain the daily accounts and administrative task
- Manage / monitor daily office operation
- Organizing travel by booking accommodations and reservations needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Manage/Monitor logistics and resources
- Responsible for providing secretarial service
- Responsible for handling telephone/fax and be responsible for all incoming calls/faxes and communicating to relevant persons and projects
- Conduct other general accounting duties, as assigned.
- Possibility of being full time in near future and high potential for career growth.

- Managing and supporting consultants, work as required.

Educational Qualification:

- Bachelor's Degree in Business Administration or Accounting with at least 55 percentage

Preferences:

- Having experience in Project Management Skills will be an advantage
- Having at least 2 year of experience will be advantage
- Good communication skills (written and verbal) in English and Marathi
- Good knowledge of Excel and strong database skills.
- Strong financial and analytical ability.

Engagement period and Remuneration:

Engagement will be initially for up 6 months and may be extended based on performance and requirement of the SIA Cell. The remuneration of INR 20 to 24 thousand per month according to competencies skill. Appraisal after every 6 months according to the performance of the individual.

Location:

Based in Mumbai TISS campus.

General Conditions:

1. The Institute reserves the rights to not fill up any of the vacancies advertised;
2. Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for test and interview;
3. 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 for the post;
4. No TA/DA is payable for appearing in the interview.
5. In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

The candidates are requested to send their resume along with a note giving justification for suitability to the post to an email tiss.siacell@gmail.com with Subject line: **Application for the post of Accounts and Administrative Assistant.**

Interview: The short listed candidates only will be communicated by an e-mail or mobile phone to **appear for the interview to be conducted at TISS, Mumbai.**

The candidates have to bring their original certificates of their educational qualifications and work experience for verification while appearing for the Test or before joining the post, if selected.

Important Dates:

Last date of Receipt of on line Application: **17/4/2019**

The Test and Interviews will be conducted on **Communicated via Call or an email**

Selected Candidates are expected to join as early as possible.

-Project Leader