



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

No. TISS/SSE/May/2024/01

02 May 2024

Call for Applications for the Post of 'Senior Project Manager- Information Technology' (One Post) on Contract Basis at TISS- School of Skill Education, Mumbai

1. General Information.

About Tata Institute of Social Sciences (TISS):

The Tata Institute of Social Sciences (TISS), established in the year 1936, is a Deemed to be University under Ministry of Education. It has campuses at Mumbai, Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, and Under Graduate programmes in Social Science and Skill Education.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

About School of Skill Education (SSE)

The approach adopted by TISS-SSE is called the 'Internship Embedded Skill Training Programme'. The Skill Educational Programme is being implemented for the first time in India with a focus on job-specific skills rather than providing only a broad knowledge based education. The aim of this 'Earn While You Learn Model' is to enable the students to learn the skill by engaging in internship at real shop floor of the industry/company along with theory training in the classroom. Through this model, the student may also earn a modest stipend during internship of the course.

2. Post Advertised with Remuneration & Last Date for Application.

- (a) Applications are invited for one post of '**Senior Project Manager- Information Technology**' to be filled on contract basis for a period of two years initially and extendable based on performance of the employee and requirements of the Institute.
- (b) **Monthly Remuneration.** Consolidated INR 70,000 to 75,000 per month (Commensurate with educational qualification and work experience).
- (c) **Date of Walk-In Interview-** 09th May 2024
- (d) **Location-** Mumbai

(e) **Venue.** Tata Institute of Social Sciences - School of Vocational Education, Kaushal Kendra, New Campus, Farm Road, Deonar, Mumbai.

(f) **Timing.** 2:00 p.m to 4:00 p.m

2. Job Description.

- Oversee the administration and maintenance of software applications throughout their lifecycle.
- Requirements gathering and high level solutions design- understand the user's business requirements and suggest possible IT solutions to handle the same
- Coordinate deployment, configuration, and troubleshooting of applications.
- Ensure applications meet business requirements and comply with security standards.
- Manage relationships with external suppliers and service providers.
- Negotiate contracts and agreements with vendors.
- Design and maintain all IT processes within the IT Team
- Ensure that the core applications are functioning appropriately
- Monitor vendor performance and ensure compliance with contract terms and service level agreements.
- Develop project budgets and forecasts in collaboration with stakeholders.
- Monitor project expenditures and track against budget.
- Identify variances and implement corrective actions to ensure financial goals are met.
- Lead and coordinate project teams to achieve project objectives.
- Assign roles and responsibilities to team members.
- Provide guidance, support, and mentorship to team members.
- Resolve conflicts and foster a positive team culture.

3. Essential Experience, Qualification and Desired Skills set.

- (a) **08 to 10 years** of operational expertise out of which **minimum five years domain experience in IT Department of University/Educational Institution.**
- (b) Minimum **2 years Post Graduate** in preferred field of Information Technology (IT) or Computer Application
- (c) Proven Project Management Experience
- (d) Good Web Application Development Experience
- (e) Excellent written and verbal communication skills
- (f) Creative & Innovative
- (g) Proven experience in Application Management, Vendor Management, Budget Management, and Team Management.
- (h) Strong technical understanding of IT systems and software applications.

- (i) Excellent negotiation and communication skills for managing vendor relationships.
- (j) Financial acumen for budget planning, tracking, and management.
- (k) Leadership and team management skills to effectively lead and motivate project teams.
- (l) Problem-solving skills to address issues related to application, vendor, budget, and team management.
- (m) Ability to prioritize tasks and manage multiple projects simultaneously.
- (n) Adaptability to changing project requirements and priorities.
- (o) Problem-solving skills to address issues related to application, vendor, budget, and team management.
- (p) Ability to prioritize tasks and manage multiple projects simultaneously.
- (q) Adaptability to changing project requirements and priorities.
- (r) Excellent Presentation Skills

4. Selection Process & Interview:

- a.) The desirous candidates having requisite qualifications and fulfilling other eligibility may appear for the **walk- in interview** along with the updated resume, original educational certificates & mark sheet, address proof and self-attested photocopy of the same.
- b.) Selected Candidates will be communicated within 48 Hrs. through e-mail or mobile phone.
- c.) No TA/DA will be paid for appearing for the interview.

Note: The selected candidate is expected to join within 07 to 10 Days.

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School of Skill Education