	TATA INSTITUTE OF SOCIAL SCIENCES
	V.N. Purav Marg, Deonar, Mumbai - 400 088
	(Declared as a Deemed to be University under Section 3 of the UGC Act 1956,
	a grant-in-aid Institute under Ministry of Education, Government of India)

TISS/ADVT/LMRF January 2025   **January 29, 2025**

Non-Teaching position for Labour Market Research Facility (LMRF), School of Management and Labour Studies

a) 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 is ranked 60 under NIRF University Rank Category for 2022.

b) With campuses at Mumbai (Main) and off-campuses at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. programmes.

c) 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.

The School of Management and Labour Studies has 5 Centres in (I) Social and Organisational Leadership; (ii) Human Resources Management and Labour Relations; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance and also Labour Market Research Facility (LMRF).

Brief About Labour Market Research Facility

Labour Market Research Facility is an independent research and outreach centre within the School of Management and Labour Studies in TISS. LMRF is a think tank centre that specializes in areas of sustainability, circularity, big data analytics, research consultation, micro, and macro labour market analysis, and conducting field-based research and policy studies in connection with labour and business. The LMRF is actively engaged in policy advocacy in areas such as formal and informal work, skill development, technology and labour, internal and external labour market, and livelihoods

Along with the research, consultancy, policy contributions LMRF anchors academic programs

1. Executive Post Graduate Diploma in Analytics
2. MA/MSc in Analytics
3. BS in Analytics and Sustainable Studies
4. Faculty Development Programs

The LMRF invites interested candidates to apply for the position to be filled on contract for a period of 12 months initially and to be extended based on performance of the candidate and requirement of the institute.

Position: Senior Academic Program Coordinator

Job Description:

We are looking forward to a candidate

Key Responsibilities:

1. **Curriculum Management:**

   o   Assist in developing, updating, and maintaining the curriculum to ensure it aligns with institutional goals and accreditation standards.

   o   Coordinate the design and implementation of academic programs and courses.

2. **Faculty Support:**

   o   Provide support to faculty members in scheduling, course planning, and resource allocation.

   o   Organize training and professional development workshops for faculty.

3. **Student Support:**

   o   Oversee student academic progress and provide guidance to improve performance.

   o   Address student concerns related to academics and coordinate with faculty to resolve issues.

4. **Scheduling and Logistics:**

   o   Prepare and manage academic schedules, including timetables, classroom assignments, and exams.

   o   Coordinate with other departments to ensure resources and facilities are available.

5. **Data Management:**

   o   Maintain accurate records of student and faculty performance, attendance, and assessments.

   o   Compile reports on academic activities for leadership and accreditation bodies.

6. **Compliance and Quality Assurance:**

   o   Ensure academic programs meet accreditation standards and regulatory requirements.

   o   Implement quality assurance processes to improve academic outcomes.

7. **Event Coordination:**

   o   Plan and execute academic events such as orientations, workshops, conferences, and graduation ceremonies.

8. **Communication and Collaboration:**

   o   Act as a liaison between students, faculty, and administration.

   o   Foster a collaborative academic environment to enhance learning experiences.

- Experienced in managing academic/research programs with a specific focus on scheduling, systematic documentation, monitoring workflow and progress

- Experience in accounting and financial management of the centre concerning academic programs and research projects.
- Ability to understand and work with the administrative technicalities of the institute and collaborating organisations especially regarding projects.
- Advanced operational knowledge of technical documentation processes and templates.
- Expertise in coordinating virtual/ hybrid learning process and operational aspects of virtual learning platforms.
- Expertise in coordinating off the campus learning schedules/ fieldworks including arrangement of transportation, accommodation, local support and related activities.
- Willing to manage books of short-term learning programmes/ FDPs/ MDPs.

Educational Qualifications: Bachelor's Degree with at least 65% marks or Master's Degree with at least 55% marks.

Experience: Minimum 15 years of Institute level academic experience.

Remuneration: Consolidated Pay of INR 75,000/- (Rupees Seventy Five Thousand Only) per month

Last date for submitting Online application: 5ᵗʰ February, 2025.

General Conditions:

1. The Institute reserves the right not to 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 a test and interview;

3. No queries or correspondence regarding the 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 the recruitment process, which may be detected at any stage, even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).

6. Application Fee: The application fee of Rs. 1000/- be paid on-line. The application fee for SC/ST/PWD candidates will be Rs. 250/- if they attach the required certificate to the online application form. The women applicants are waived from payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid shall not be refunded under any circumstances.

7. **Interview:** Only the shortlisted candidates will be communicated by e-mail or mobile phone to appear for the interview to be conducted in virtually

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

9. The candidate is expected to join the position immediately.

10. Application Process and Interview.
    (a) Candidates are requested to apply online through the link (Apply now) provided along with this Advertisement on the Institute website www.tiss.edu.
    (b) Candidates are required to take a print of acknowledgement of Online Application and keep it for future reference.

Registrar