



Tata Institute of Social Sciences
Office for International Affairs (OIA)
V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956 and
Grant-in Aid Institute under Ministry of Education, GoI)

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Notification – Non-Teaching Position for the Post of Senior Manager (Global Strategic Partnerships & Opportunities) on a contractual basis at the Office for International Affairs, TISS, Mumbai.

Applications are invited for the following positions on a tenurable contract basis at the Office for International Affairs (OIA), Tata Institute of Social Sciences, Mumbai. The Office for International Affairs (OIA) is looking for applicants who are highly motivated, hard-working, multi-tasking, proactive, creative and competent professionals to handle important roles that facilitate strategic international linkages and collaborations between TISS and different foreign Universities/Institutions.

About TISS

The Tata Institute of Social Sciences (TISS) was established in 1936 as the Sir Dorabji Tata Graduate School of Social Work. In 1944, it was renamed as the Tata Institute of Social Sciences. The year 1964 was an important landmark in the history of the Institute, when it was declared Deemed to be a University under Section 3 of the University Grants Commission Act (UGC), 1956. TISS has been to be an institution of excellence in higher education that continually responds to changing social realities through the development and application of knowledge, towards creating a people-centred, ecologically sustainable and just society that promotes and protects dignity, equality, social justice and human rights for all.

About Office for International Affairs

The Office for International Affairs (OIA) was established in 2006 to facilitate mutually beneficial international academic exchanges and collaborations between TISS and foreign higher educational institutions. Since its inception, the OIA has diligently worked to establish and strengthen international partnerships by developing MoUs and agreements with international partner universities and providing the necessary administrative support for the operationalization of these collaborations. TISS has signed MoUs with over 150 universities across the world and is one of the first Indian universities to have a full-fledged Office for International Affairs offering support and active engagement for student and faculty mobility, joint and dual degrees, international research collaborations, and the internationalization of higher education. The OIA is a self-sustaining office, using its own resources to support the Institute's goals of internationalisation and acts as a centralized office for all international and Indian students, faculty and staff.

Position Title: Senior Manager (Global Strategic Partnerships & Opportunities)

Role Overview:

The Senior Manager (Global Strategic Partnerships) will be responsible for the overall management, conceptualization, and strategic planning of the Office for International Affairs (OIA). Senior manager will supervise programmes and activities along with overseeing the strategic development, management, and enhancement of academic and research collaborations for the university on a global scale. This role will be responsible for building and nurturing relationships with international academic institutions, research organizations, and industry partners to support the university's mission of internationalisation. The Senior Manager will also work closely with internal

stakeholders to align international partnerships with the university's strategic goals and academic priorities.

Key Responsibilities:

1. Overall Management, Conceptualization and Strategic Planning of the Office for International Affairs' (OIA) Programs and Activities

- Setting priorities for the OIA in consultation with the OIA Chairperson
- Supervision and management of day to day activities within OIA
- Coordinating with OIA Advisory Committee and Advisory Board for strategic planning
- Coordinating with partners to conceptualize and plan joint activities.
- Coordinating with TISS faculty to explore joint possibilities with foreign partners

2. Strategic Planning and Development

- Develop and implement a strategic plan for establishing and expanding global academic and research partnerships.
- Identify and prioritize potential international partners based on strategic alignment, academic and research strengths, and mutual benefits.
- Monitor global trends in higher education and research to inform partnership strategies and opportunities.

3. Partnership Management

- Establish and maintain strong relationships with existing and potential international partners, including universities, research institutions, and industry stakeholders.
- Negotiate and formalize agreements, MOUs, and collaborative contracts with international partners.
- Ensure compliance with legal, regulatory, and university policies in all partnership agreements.

4. Collaboration Facilitation

- Facilitate the development and implementation of joint academic programs, research projects, and other collaborative initiatives.
- Coordinate with academic departments, research centers, and administrative units to support the operationalization of partnerships.
- Organize and manage international visits, delegations, and events to foster collaboration and exchange.

5. Funding and Grants

- Identify funding opportunities for international collaborations and support faculty and researchers in grant application processes.
- Develop proposals and secure funding from international organizations, foundations, and government bodies to support partnership activities.

6. Communication and Promotion

- Develop and implement communication strategies to promote international partnerships and their outcomes.
- Represent the university at international forums, conferences, and networking events to enhance the university's global profile.
- Prepare reports, presentations, and promotional materials to showcase the impact and value of global partnerships.

7. Monitoring and Evaluation

- Establish metrics and evaluation frameworks to assess the effectiveness and impact of international partnerships.
- Monitor the progress of collaborative initiatives and provide regular reports to senior management.
- Identify areas for improvement and recommend strategies to enhance the effectiveness of global partnerships.

8. Stakeholder Engagement

- Engage with internal stakeholders, including faculty, researchers, and administrative staff, to understand their needs and priorities for international collaboration.
- Provide guidance and support to faculty and researchers in developing and managing international partnerships.
- Foster a culture of collaboration and internationalization within the university community.

9. Professional Development and Networking

- Stay updated with best practices and emerging trends in international higher education and research partnerships.
- Participate in relevant professional organizations and networks to enhance the university's global engagement.

Skills and Competencies:

- Strategic thinking and planning
- Partnership development and relationship management
- Negotiation and contract management
- Project management and coordination
- Communication and promotional skills
- Analytical and evaluation skills
- Cultural competence and adaptability

This role is crucial in enhancing the university's global footprint and ensuring that it remains at the forefront of academic and research excellence through strategic international collaboration

Qualifications and Experience:

- Master's degree in a relevant field (e.g., International Relations/Education/Business Administration/Social Work/Social Sciences/Humanities/Public Relations).
- Minimum of 5 years of experience in managing international academic and research partnerships.
- Proven track record in developing and sustaining successful global Strategic partnerships.
- Strong understanding of higher education systems, research funding mechanisms, and international regulations.
- Excellent negotiation, communication, and interpersonal skills.
- Ability to work effectively in a multicultural and diverse environment.
- Strong organizational and project management skills.

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Monthly Remuneration

This is a tenurable appointment for three years, offering a consolidated remuneration of ₹84150 per month. The selected candidate will be entitled to health insurance. Additionally, the appointed candidates will receive an annual increment of 5% on their remuneration each year.

How to apply

1. Applicants should submit the following documents to apply for the above-mentioned position:
2. Covering Letter to Chairperson, Office for International Affairs (with the details of the position applied for)
3. Latest CV
4. SOP – Stating your interest to work with the Office for International Affairs (specifying the position)
5. Copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
6. Testimonials and Work Experience Letters
7. Recommendation Letters (Min. 02)

Application Process and Interview

Eligible and interested candidates may send their documents to uia@tiss.ac.in on or before **August 16, 2024**. **Subject line:** Senior Manager (Global Strategic Partnerships & Opportunities) - Application

The shortlisted candidates will be communicated by e-mail to appear for a personal interview.

Other Conditions:

- The Institute reserves the right not to fill the advertised vacancy and may invite individuals for an interview who have not applied through the standard procedure.
- Merely possessing the prescribed qualifications and requisite experience does not guarantee an interview, as applications received will be shortlisted.
- No queries or correspondence regarding the issuance of Call Letters for interviews or the selection process will be entertained at any stage. Canvassing in any form is strictly prohibited and will result in disqualification.
- Candidates are responsible for assessing their own eligibility for the post according to the prescribed qualifications and experience. They must submit their application, fully completed, along with the required information and documents as per the advertisement. Suppressing factual information, providing fake documents, giving false or misleading information, or canvassing in any form will result in disqualification. If discovered at any point in the future, even after appointment, that the candidate was not eligible, the appointment will be terminated immediately as per this clause.
- In case of any ambiguity in the Recruitment Rules, particularly regarding eligibility, the decision of the Institute will be final.
- The Institute reserves the right to relax the qualifications required based on the candidate's work experience.
- No TA/DA will be paid for attending the interview if it is held at the Institute's premises.
- In case of any inadvertent errors in the advertisement or the recruitment process, detected at any stage, even after the issuance of the Appointment Letter, the Institute reserves the right to modify, withdraw, or cancel any communication made to the candidate(s).
- The post is purely contractual. The contract term is for three years, with potential extensions based on the assessment of the selected candidate's suitability and performance after the initial three-year tenure.

Chairperson, Office for International Affairs