

APPLICATION INVITED FOR PROGRAMME OFFICER FOR THE TISS – CDP (CONTINUING PROFESSIONAL DEVELOPMENT)- SHORT TERM PROGRAMME SERIES

The Programme Officer will be expected to assist in the anchoring of and smooth coordination among various faculty members offering the online short-term programmes. Ability for efficient project management, coordination, managing timelines and resources. Strong people skills, good interpersonal communication, willingness to learn and be mentored in these areas with respect to the specific programme is essential.

Key Responsibilities:

- Developing schedules for the roll out of different short term programmes
- Ensuring timely update and conduct of short term programme on TISS ex platform
- Identify specific target audience for each course and work with the communication officer for targeted promotion
- Support in the administration of the TISS-CPD – short term programme series
- The development of media, digital and print content for the CPD
- Coordinate with the communication officer to ensure timely updates on TISS website and TISS social media handles as per the programme schedule
- Support faculty in creating customized database for each specific programme promotion

Qualifications:

Applicants must be graduates/ post-graduates in any area including management studies, media studies social entrepreneurship, social sciences and education, sciences, languages, development studies. Preferably pursuing PhD at TISS and located in the Mumbai Campus.
Experience: Experience of independently handling the tasks with tight deadlines with attention to details.

Desirable: Two to three years of working on project management.

Skills and competencies required:

- Ability to meet deadlines and work on multiple programmes
- Proficiency in handling spreadsheets.
- Ability to read/write/communicate in English.

- Knowledge of project management tools and its use to be able to efficiently manage scheduling, roll-out and evaluation of short term programme series for the TISS-CPD

Remuneration:

Gross monthly remuneration for the position is starting at Rs. 40000 per month. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate. The appointment will be for an initial period of three months with a possibility of further extension.

Location: Mumbai

Apply with a detailed CV to to vishal.kshirsagar@tiss.ac.in with the subject of the email as "Application for Communication Officer, CPD-TISS" by November 13, 2024.