

**TISS PROJECT-BASED POSITION/CENTRE FOR EXCELLENCE IN
CSR/ADVERTISEMENT / 22 MAY 2024**

CALL FOR APPLICATIONS

ADMINISTRATIVE MANAGER

**CENTRE FOR EXCELLENCE IN CSR, TATA INSTITUTE OF SOCIAL SCIENCES
(TISS), MUMBAI**

SI. NO	POSITION TITLE	NO. OF POSITIONS	DURATION	SALARY
1	Administrative Manager	1	6 Months (Maybe extended thereafter based on performance of the candidate)	INR 50,000/- to Rs 55,000/- per month (all-inclusive)

To Apply:

Candidates interested in applying for the position may write to cecsr@tiss.edu with a one-page statement of purpose and an updated CV. Please mention 'Application for Administrative Manager CECSR May 2024' in the subject line of your email.

Last date for receipt of applications: 27th May 2024.

Date of Interview: Shall be communicated only to shortlisted candidates.

Please note: This is a project-based position. Extension of contract is based on project requirement and availability of funding.

**DESCRIPTION OF RESPONSIBILITIES AND REQUIRED QUALIFICATIONS –
ADMINISTRATIVE MANAGER**

Description of Responsibilities	<ul style="list-style-type: none">• Manage day-to-day administrative functions at the Centre of Excellence in CSR• Manage office communication• Manage logistics as required for activities and team members• Organizing meetings and conferences• Coordinate with PSUs on administrative and logistical issues• Maintaining database
Qualifications and Additional Skills	<ul style="list-style-type: none">• At least a Bachelor's degree (Completed).• 10-15 years of experience of having worked in Administrative Positions in Government/NGO/Private.• Candidates should have good command over spoken and written English.• Excellent Organizational Skills• Ability to work under pressure and meet deadlines• Working capacity with Computers- Windows, Outlook, Internet and other soft skills• Knowledge of database management and data entry operations• Proficiency in documentation• Ability in ICT usage