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

Advt. No.TISS/ITSMC/SSPM/2024-01   **09 February 2024**

Required 'Sr. Software Project Manager' (One Post) on Contract Basis at TISS, Mumbai Campus.

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.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 54 Masters' Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 34 Bachelor of Vocational degree programmes.

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.

Tata Institute of Social Sciences (TISS), Mumbai Campus invites applications for One post of Sr. Software Project Manager to be filled on contract basis initially for a period till 31 May 2024 and extendable based on performance of candidate and requirement by the Institute.

TISS is looking for a dynamic and performance drivenindividual with excellent project management skills to drive the Institute's Software Projects. The candidate will work with the ITSMC and thereby to strengthen the IT infrastructure.

Location:- Mumbai

Remuneration:- Rs 1,00,000 – Rs 1,20,000 per month (Consolidated pay).

Minimum Qualification:- B.E. / B.TECH in any discipline/MCA/MBA (Systems) with 55 percentage marks. Experiences of five or more years in managing Software Projects and ERP Systems in Academic Environment or experience in systems which are similar to academic institutions.

Experience/Desired Skills/Certifications:
- At least 8 years of experience in software project management which includes Budgeting, Business analysis, People Management, Change Management, Risk Identification and Mitigation, Training and Documentation, Mentoring.
- Skills to design software architecture and knowledge in networking.
- Applicants must have extensive experience in managing projects involving both proprietary as well as open source software.
- Extensive experience in AGILE project management would be an added advantage.
- Experience in handling projects, change management, business analysis would be an added advantage.
- Ability to train diverse stakeholders on IT.

Job Responsibilities:

(I) Project Management:

- Business analysis, budgeting for in-house as well as outsourced projects
- SRS preparation for in-house projects.
- Review the need of resources and skills and plan for skill development programs in IT.
- Recruitment process management for recruiting in-house development team.
- Oversee the Management of IT hardware resources required to run softwareapplications.
- Management of human resources to deliver software products.
- Ensure that the software is delivered as per schedule without exceeding the budget.
- Review and ensure quality of the software products delivered.
- Ensure that the software products are delivered in compliance with the SRS.
- Ensure the effective use of version control systems for software development.
- Interface with system administrators to ensure regular system maintenance, up gradation of software and backup of systems/ databases, license management.
- Risk identification and its resolution after discussion with top management.
- Handle escalations.
- Manage the in-house software development team.
- Status Report Preparation and review meetings with the top management.
- Consultation for external projects undertaken by the Institute having softwarecomponent.

(II) Vendor Management:

- Vendor selection process and negotiation process for outsourced software projects.
- Vendor management for outsourced software projects.
- Preparing and Maintaining SLA/ Contracts.
- Ensuring compliance with the SLA/ Contracts.
- Reviewing of SRS prepared by vendors.
- Interface between vendors and various stakeholders in the institute for effectivebusiness analysis and product delivery.
- Interface between vendors and the in-house development team for effective systems Integration.

(III) Training and Mentoring:
- Mentor and conduct training programs for the development team.
- Manage and mentor an in-house development team to deliver in-house projects.
- Manage and Mentor the team that provides end-user support.

Application Fee:
The application fee of Rs. 500/- be paid online. The application fee for SC/ST/PWD candidates will be Rs. 125/- 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.

Other Conditions:
- The Institute reserves the right to relax the qualifications of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute.
- The Institute reserves the right to invite persons for interviews who may not have applied as per the above procedure and not fill up the vacancy advertised.
- 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 the interview.
- The post is unreserved, but candidates belonging to the reserved category can apply.
- No queries or correspondence regarding the issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for   the post.
- The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.
- No TA/DA is payable for appearing for the interview.
- In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issuing the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

Application Process:
- The candidates are requested to apply online through the link **(Apply Now)** provided along with this advertisement on the Institute's website at www.tiss.edu.
- The candidates are requested to take a print of the acknowledgement of the online application and keep it for future reference.
- Eligible candidates will be communicated by an e-mail and mobile phone to appear for interview which will be conducted within two weeks of closure of advertisement.

Last date of receipt of online application: 20ᵗʰ February, 2024

Verification of documents: The shortlisted candidates are required to send scanned copies of their coloured passport size photograph, self-attested photocopies of relevant certificates in support of the essential qualification & experience. Original certificates will be verified only for the selected candidate at the time of appointment.

Note: The selected candidate would be required to join within 15 days of selection.

Sd/-
Officiating Registrar

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