



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

17th July 2023

Vacancy for the post of **‘Event Coordinator- National Symposium on Challenges and Opportunities in Urban Sanitation’** under the project titled ‘Towards Sustainable Sanitation in India and Brazil (TOSSIB), TISS, Mumbai.

Applications are invited for the post of **‘Event Coordinator- National Symposium on Challenges and Opportunities in Urban Sanitation’** under the project titled ‘Towards Sustainable Sanitation in India and Brazil (TOSSIB), TISS, Mumbai.

The candidate is expected to have past experience in organizing and coordinating events of a national scale with an expanded set of stakeholders: communities, civil society organizations, sanitation entrepreneurs, technical support organizations, municipalities, state and national policy makers, corporates, researchers and academics.

Number of Positions: 1

Location: Mumbai

Job Type: Consultant

Period of Engagement: August 2023- September 2023

Work Experience: Minimum 5 years

Professional Requirements:

1. Experience in organizing national level events with expanded set of stakeholders in the urban domain.
2. Experience of past work in domains of urban planning, governance and Water, Sanitation and Hygiene.
3. High level of planning skills, coordination and working within timelines.
4. Excellent interpersonal skills to coordinate with project team, expanded set of stakeholders, administrative staff, and various vendors.
5. Good Communication and correspondence skills.

Educational Qualifications:

Good academic record with at least 55% of the marks at post-graduate level or equivalent grade point scale wherever the grading system is followed in the Institutions.

Duties and Responsibilities:

1. Manage logistical arrangements for a two-day National Symposium.
2. Coordinate with collaborating partners and team members for organizing the two-day National Symposium.
3. Invitations and Follow-ups with the invited guests and panelist.
4. Keep detailed accounting of the expenditures incurred for the organizing of the two-day symposium and ensure that the expenditures are cleared with the accounts department within 2 weeks of the event.
5. Prepare and submit the documentation of the proceedings of the National Symposium before the end of the consultancy period.
6. Any other tasks as and when asked by the Project leader.

Remuneration:

Consulting fees will be Rs. 70,000/- per month.

Interested candidates may send their Resumes/CVs along with their letter of interest in not more than 250 words.

Kindly apply with the subject line – Application for the position of **Event Coordinator-National Symposium on Challenges and Opportunities in Urban Sanitation** and email it to tossibtiss@gmail.com

Last date of receiving application: **26th July 2023, till 12:00 P.M.**

Only shortlisted candidates will be contacted by email or phone to attend online interview via zoom platform.

The selected candidate has to join immediately.

Prof. Amita Bhide

Project Head, TOSSIB