



November 17th, 2022

School of Social Work Tata Institute of Social Sciences

The School of Social Work, Tata Institute of Social Sciences (TISS) is hosting 19 participants from Myanmar's Ministry of Social Welfare who are pursuing M.A Social Work programme offered by the School of Social Work in different thematic areas. This programme is part of the Indian Technical and Economic Co-operation Programme (ITEC) by India's Ministry of External Affairs.

Applications are invited for the post of **Programme Coordinator** for this programme on a contract basis for a period of one and half year for the School of Social Work, Mumbai Campus.

Job Descriptions:

- I) Liaisoning with centers of the School of Social Work, Office of International Affairs, other Students support departments like School secretariate, Academic Section, Library, SMS
- ii) Field Work Supervision (including the field visits) and Coordination
- iii) Academic Support to students, including support for research and other academic work
- iv) Coordinating and facilitating the academic life of the International students in the Institute
- v) Any other activities considered necessary by the School

Qualification & Experience:

- I) A Masters Degree in Social Work (MSW) preferably with PhD, including international exposure, good communication, writing and computer skills.
- ii) Two to Four years of direct social work practice in any one or more of the fields of practice: Community Organization and development, Health and mental health, Criminology/correctional work, Dalit Issues, Tribal Issues, Human Rights, Child Rights, Womens Rights, Persons with disability
- iii) Proficiency of Hindi and English communication
- iv) Knowledge/familiarity on South-East Asia and International experience

Age: Not exceeding 40 years as on the last date of receipt of application.

Salary: A consolidated amount of Rs. 38000/- PM

The Programme Officer would report to Dean's office, School of Social Work.

Last date for submitting applications is 25th November, 2022.

The interested candidates can mail to surekha.gaikwad@tiss.edu with their contact numbers and a brief CV.

We will shortlist the candidates and directly get in touch.

School of Social Work, TISS

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