

TISS Project Based Position/Centre for Excellence in CSR/Advertisement 1/February 2020

CALL FOR APPLICATIONS

Programme Officer, Centre for Excellence in CSR, Tata Institute of Social Sciences (TISS)

Programme Officer (Project Based)						
Sl. No.	Position Title:*	No. of Position(s)	Scope of work:	Duration	Salary	Location
1	Programme Officer	1	• Development Sector Consulting, • Communication and Design, • Knowledge Creation and Dissemination for Trainings, Workshops and Conferences – Content Development and Logistics Management	4 months (February 2020 – May 2020) May be extended thereafter based on performance of the candidate	INR 30,000/- per month (all inclusive)	TISS, Mumbai

* Detailed description of responsibilities and required qualifications are mentioned below

To Apply:

Candidates interested in applying for the position may write to tissaesdii@gmail.com with a one-page statement of purpose and updated CV.

Please mention 'Application for PO- CSR Feb 2020' in the subject line of your email.

Last date for receipt of applications: 10 days from the date of publication of this advertisement.

Date of Interview: Shall be communicated only to shortlisted candidates. Interviews will be held both in person as well as through video-conferencing, depending on physical availability of shortlisted candidates.

The Programme Officer shall report to the Coordinator, Training and Development at the Centre for Excellence in CSR.

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

Terms of Reference – Programme Officer	
Description of Responsibilities	• Support in organizing Conferences, Training Programmes and Workshops by collating content, coordinating with resource persons, managing all logistics and other duties as required in line with skills, experience and role. • Assist with content creation and modules for CSR compendium and knowledge dissemination activities through extensive desk based research. • Assist in Creating Effective Communication Strategies, Outreach, Co-ordinate External and Internal Communications flow. • The candidate will also be part of projects related to: assessment of CSR projects and assessment of CSR partner organisations.
Qualification	• A Master's degree, in any Social Sciences. • Good Writing Skills and Proficiency in MS Office especially Excel and Powerpoint. • Knowledge of design software and social media will be advantageous. • Fluency in English (written and oral). Knowledge of regional languages will be advantageous. • Self-motivated and able to work independently as well as part of a team.

Approved for uploading on TISS website, with immediate effect:


2/2/2020

Prof. S. Siva Raju

Chairperson, Centre for Excellence in CSR

Tata Institute of Social Sciences

03/02/2020