

Date: 2 May 2016

RECRUITMENT NOTICE
ADVERTISEMENT FOR THE POST OF JR. PROGRAMME COORDINATOR
AT
INTERNATIONAL RELATIONS OFFICE (IRO), TISS - MUMBAI

Introduction:

Tata Institute of Social Sciences (TISS) is looking for highly motivated, hard-working, multi-tasking, pro-active, creative and competent professional for its International Relations Office (IRO).

Applications are invited for the post of **Jr. Programme Coordinator** to be filled on contractual basis at our Mumbai Campus with a consolidated salary of **Rs. 30, 000 per month**.

About International Relations Office (IRO):

The International Relations Office (IRO) was established in the year 2006 as International Students' Office (ISO) to facilitate strategic international linkages and collaborations between TISS and different foreign Universities/ Institutions. IRO has worked pro-actively to create mutually beneficial partnerships by assisting/ facilitating drawing up of MoUs and agreements between TISS and international institutions as well as developing proposals for collaboration; and providing the necessary administrative institutional support to operationalising these partnerships and collaborations.

Objectives of IRO:

- To facilitate and enhance the global visibility and profile of TISS,
- To develop, coordinate and strengthen International linkages
- To initiate strategic cooperation between TISS & International Institutions and universities
- To facilitate, assist and help International students in all their academic pursuits,
- To facilitate and assist Indian Faculty and Staff to progressively increase the scope of the Study in India Programme and Study Abroad Programme,
- To provide a base to assist International and Indian scholars for career advancement and contribute towards enhancing bilateral relations

Apart from building new collaborations, IRO actively facilitates the exchange of Students, Staff and Faculty (Indian and International) as per the mutual agreement. IRO also hosts independent students, scholars and faculty coming from different parts of the world. IRO functions as a Centralized Office/ One Point of contact for all International and Indian students/ faculty/ staff providing range of support and facilities.

IRO as a centralized Office, is responsible for providing all necessary information and support, share notifications and advertisements; provide guidance to interested individual/ universities; provide support and assistance with respect to all academic and non-academic requests; handle grievances etc. As a centralized office, IRO coordinates with all the four campuses (Mumbai, Tuljapur, Guwahati, Hyderabad) to facilitate any type of mobility/ collaboration etc.

Eligibility:

The Programme Coordinator **should have a Masters' degree** in Social Work/ Social Sciences/ Humanities/ International Relations/ Public Relations/ Management Studies/ Hospitality Management/ Travel and Tourism **with minimum 03 years of relevant work experience** involving coordination/ consultancy/ training/ teaching/ research or similar academic and administrative profile and experience. Interested individuals should demonstrate high proficiency in communication; oral and written skills; computer application/ data management; good interpersonal skills and ability to interface with various stakeholders - students, faculty

members, staff at all levels.

Key Responsibilities:

The Jr. Programme Coordinator is required to provide strategic executive support and help in developing comprehensive and full-fledged international programmes. He/ she will help the office to facilitate admission of Full-time International students; administration of affiliated students/ staff and faculty through handling Customized Short-term Study in India Programme(s); Documentation of regular activities, advising international students on immigration, accommodation and other logistical support, and actively participate in coordination and management of overall administration of International Relations Office.

Location: TISS, Mumbai - Deonar

Interested candidates may send the following documents as an attachment to: - iro.tiss@gmail.com

1. Covering Letter – Addressed to the Chairperson, International Relations Office (IRO)
2. Latest CV
3. SOP – Stating your interest to work with the International Relations Office
4. Scanned copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
5. Testimonials and Work Experience Letters (Mandatory)
6. Recommendation Letters (Min. 01)

Deadline for application: The complete documents should reach us- on or before 16th May 2016 to iro.tiss@gmail.com with a subject line: “Application for the post of Junior Programme Coordinator – IRO – May 2016”.

The shortlisted candidates will be called **to appear for** a Written Test and a Personal interview **to be conducted at Mumbai in the last week of May 2016**. Selected candidate will have to join immediately upon appointment.

Application Fee: The application fee of Rs. 500/- be paid by DD on the name of "Tata Institute of Social Sciences". For SC/ST/PWD candidates the fee is not applicable. The application will be valid only on receipt of the application fee for those who are required to pay. Fees once paid shall not be refunded under any circumstances. The applicant should send the Demand Draft (by writing your name and telephone number behind it) along-with the hard-copies of the completed application form with enclosures to the following address: International Relations Office, Room No. 110, First Floor, Academic Building No. 1, Malti and Jal A.D. Naoroji Campus, Deonar Farms Road, Mumbai - 400 088, Tel. 91 22 2552 5919 / 91-22-2552 5920, Fax: 91 22 2552 5060

Please note, candidates who were short-listed for the interview process for the same position in the last 6 months, need not apply. Applicants who do not fulfil the basic eligibility criteria will not be short-listed. Preference will be given to candidates with the relevant educational and work experience.

Other Conditions:

- The Institute reserves the right to not fill up the vacancies 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 interview.
- No queries or correspondence regarding 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 institute reserves the right to relax qualification of the candidate based on the work experience.
- No TA / DA is payable for appearing for the interview

Registrar