

Advertisement for Programme Associate

Position: Programme Associate (1-Full Time)

The IFRC-TISS Certificate Course in Disaster Management is a unique partnership between the International Federation of the Red Cross and Red Crescent Societies and the Tata Institute of Social Sciences. The programme has a global outreach and has participants from diverse professional, academic and cultural backgrounds and has been well received by all.

Applications are invited for the post of Programme Associate (1-Full Time) with the following Terms of Reference:

1. It is a one year contract (6 months probation) subject to an annual renewal dependent on the candidate's performance.
2. Required to assist in the cohort admission process, compilation for application scrutiny and preparation of results. Additionally the individual is required to assist the programme team in cohort management as and when required.
3. Help maintain the main website of the programme and work with professionals to maintain the website.
4. Help maintain the social media interaction of the programme (Twitter, LinkedIn, Facebook), interaction with inquiries relevant to the programme through them.
5. Usage of different media platforms, undertake video editing, allow for bettered course interaction and development.
6. Liaison with the IFRC Team and TISS administration on a regular basis.
7. Curriculum development: Assist faculty members in the upgradation of the curriculum for the programme.

The above are the tasks are illustrative and if the programme requires other support, the same would need to be provided.

Remuneration: About Rs.35,000 to 40,000 consolidated, commensurate with experience

Education Qualifications – Master's in Social Science or Management (incumbent with a 4 or 5 year Bachelor's degree like LLB/5 year law programme/Planning & Architecture may also apply) and affiliated fields. Experience in Disaster Studies or Media and Communications, Digital communication, Advertising and Design will be preferred. Proficiency with written and spoken English is a requirement.

The IFRC-TISS Programme is a flexible work environment, individuals with creativity combined with an academic and exploratory mind set with the ability to adhere to deadlines, are preferred. Women and minority candidates are encouraged to apply.

The Programme Associate will report directly to the Project Director.

A candidate is required to email in a copy of their recent CV (not exceeding 4 pages) with a covering letter to the following email address ifrc-tiss-admin@tiss.edu. The subject of the email should be "Position of Programme Associate IFRC-TISS".

The last date for application is 6th Jan, 2021.

Candidates short listed for the interview would be intimated on their contact email address.

Sd/
IFRC Project Director

23rd Dec, 2020