



## TATA INSTITUTE OF SOCIAL SCIENCES

### DOCUMENTATION FACILITATOR - 1 POSITION INTERNATIONAL RELATIONS OFFICE

**Eligibility:**

The Documentation Facilitator should have a Bachelor's Degree (Min. 60% and above) or equivalent with a minimum of 5 years of work experience in a relevant position or a Master's Degree (Min. 60% and above) with a minimum of 2 years of work experience in a relevant position.

The Documentation Facilitator should have excellent verbal and written communication skills, be able to respond to data analysis and generate reports. The Documentation Facilitator should also have the ability to coordinate with different administrative wings of the Institute relating to the functioning of the International Relations Office, conduct meetings and functional workgroups independently, and must be able to understand and identify critical issues in the International Relations Office. Familiarity with data management and communications software and platforms is preferred.

**Key Responsibilities:**

The Documentation Facilitator is required to take charge of documentation of regular activities; increase the Institute's visibility and profile through different platforms; create new publicity and information material; prepare reports (quarterly, half-yearly and annual reports); collate and report data related to Institute rankings; prepare documents for AIU/ Police/ CBI/ UGC etc; develop and manage IRO database updated with respect to all incoming/ outgoing programmes/ activities; prepare minutes; day to day letters and other official documents to support everyday activities. The Documentation Facilitator will actively participate in providing logistical support, and actively participate in coordination and management of overall administration of International Relations Office.

**Salary:** Approx. Rs. 42,000/- p.m. depending on qualifications, skills and experience.

**How to apply:**

Eligible and interested persons are invited for a walk-in interview at the IRO Meeting, Academic Building 1, TISS Naoroji Campus, Deonar, Mumbai-88 on **24<sup>th</sup> September, 2019 between 10 am and 1pm.**

Applicants must bring with them the following documents:

1. Covering Letter to Chairperson, International Relations Office
2. Latest CV

3. Passport Photo - 02
4. SOP – Stating your interest to work with the International Relations Office
5. Copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
6. Testimonials and Work Experience Letters (Mandatory)
7. Recommendation Letters (Min. 02)

The selected candidate will have to join immediately upon appointment (preferably within 15 days of selection). Applicants who do not fulfil the basic eligibility criteria will not be short-listed. Preference will be given to local candidates (from Mumbai) with the relevant educational and work experience.

**Other conditions:**

- (a) The Institute reserves the right to not to fill up the vacancy advertised;
- (b) No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the post;
- (c) Relaxation in qualification, experience and age will be prerogative of TISS;
- (d) No TA/DA is payable for appearing in the written test and/or interview.

**Prof. Madhushree Sekher**  
**Chairperson,**  
**International Relations Office**