



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**V.N. Purav Marg, Deonar, Mumbai 400 088**  
(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT. REF. NO. IFRC-TISS/JANUARY/2016

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 53 Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies, Habitat Studies and Rural Development from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to scholars committed to creating a just society through education, generation of knowledge and field action.

The Tata Institute of Social Sciences (TISS) in partnership with the International Federation of Red Cross and Crescent Societies (IFRC) have established an on-line Certificate Course on Disaster Management (DM). The course is an innovative partnership in evolving new areas in the realm of Disaster Management launched in April 2013. This on-line DM certificate course is designed to address the existing practice-knowledge gaps by developing humanitarian professionals with the right blend of academic and practical approaches to reduce vulnerabilities and risks to hazards while developing ways of building the resilience of nations and communities to disasters.

**IFRC-TISS Online Project invites applications to be filled on contract** basis for one year initially and extendable based on performance of candidate and requirement by the Institute.

## **I. Programme Officer (1 No.)**

**Qualification** – Masters in social sciences with minimum 3 years of experience in Disaster Management or relevant field.

**Job Requirement** : 1. Excellent command over English (written and verbal) is a must.  
2. One year commitment from the date of joining .

**Salary** – INR 40000 to 45000/- per month.

### **Key Roles and responsibility:**

Management of Cohort functioning and e-learning platform for the online disaster management course.

Coordination and assisting the course faculty for content preparation, course delivery and evaluation. When required take the lead to develop course content.

Marketing and promotion of the course and the admission procedures for the coming Cohorts.  
Coordination with the marketing and the promotion teams for widening the reach of the course.

Coordination with technical support team for resolving any technical issues arising during the admission process, cohort management and convocation.

And any other reasonable task assigned relating to IFRC-TISS Online DM project.

## **II. Position: Programme Assistant (1 No.)**

**Qualification** – Bachelors degree in any discipline.

Preference would be given to participants with minimum one year of experience.

**Job Requirement** : 1. Excellent command over English (written and verbal) is a must.  
2. The position expects one year commitment from the date of joining .

**Salary** – INR 25,000/- per month.

### **Key Roles and responsibility:**

Assist in Cohort management for the online DM course.

Managing project account and administration related activities.

Coordination with technical support team for resolving any programme related issues.

**To apply, please send your CV and a covering letter to [parama@tiss.edu](mailto:parama@tiss.edu) latest by March 10, 2016 .**

Registrar