

TATA INSTITUTE OF SOCIAL SCIENCES

V.N. PURAV MARG, DEONAR – MUMBAI 400 088

(A Deemed University under section 3 of the UGC Act, 1956)

TISS- IRO/ Advt./ January 2020

Date: January 13, 2020

RECRUITMENT NOTICE

INTERNATIONAL RELATIONS OFFICE (IRO)

Applications are invited for the following temporary positions as 'Project Staff' appointment on a tenural contract basis at International Relations Office, Tata Institute of Social Sciences, Mumbai. The International Relations Office (IRO) is looking for applicants who are highly motivated, hard-working, multi-tasking, proactive, creative and competent professionals to handle important roles that facilitate strategic international linkages and collaborations between TISS and different foreign Universities/ Institutions.

1. PROGRAMME MANAGER – (CSIP: Customized Short-term Study in India) - 01 Position

Eligibility:

The Programme Manager (CSIP) should have a Masters' degree in Social Work/ Social Sciences/ Humanities/ International Relations/ Public Relations/ Management Studies/ MBA/ Hospitality Management/ Travel and Tourism with minimum 02 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 Programme Manager (CSIP) will be responsible for developing and facilitating the full-fledged 'Customized Short-term Study in India Programmes'; organizing and execution of International Workshop/ Seminar/ Conferences/ Symposiums etc.; undertaking any other short-term programmes organized by the International Relations Office on a regular basis. As part of these programmes, he/ she will help IRO in management of administration of affiliated International students/ staff and faculty; documentation of regular activities; advising international groups on immigration, accommodation and other logistical support, and actively participate in coordination and management of overall administration of International Relations Office.

The tenural appointment is for 3 years and with a **consolidated remuneration of Rs. 45,000/- to 50000/- per month**. The appointed candidates will be paid an annual increment @ 5% of the remuneration every year.

How to apply

Applicants should bring the following documents to apply for the above mentioned positions:

1. Covering Letter to Chairperson, International Relations Office (with the details of the position applied for)
2. Latest CV
3. Passport Photo – 02
4. SOP – Stating your interest to work with the International Relations Office (specifying the position)
5. Copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
6. Testimonials and Work Experience Letters (Mandatory)
7. Recommendation Letters (Min. 02)

Interested candidates are requested to appear for a **walk-in interview on 3rd February 2020 at 4 p.m.** at the **International Relations Office, Tata Institute of Social Sciences, Deonar, Mumbai-88.**

Other conditions

- (a) The age not exceeding 35 years as on the last date of receipt of application. Age will be relaxed in case of exceptional candidates.
- (b) The Institute reserves the right to not to fill up the vacancy advertised;
- (c) 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 written test and interview;
- (d) 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;
- (e) Relaxation in qualification, experience and age will be prerogative of TISS;
- (f) No TA/DA is payable for appearing in the written test and/or interview.

Selected candidate will have to join within one week from the date of their selection.

Dy. Registrar (P&A)