

THE IFRC-TISS CERTIFICATE PROGRAMME IN DISASTER MANAGEMENT

Since 2013, in partnership with the International Federation of the Red Cross and Red Crescent Societies (IFRC), the Tata Institute for Social Sciences (TISS) has been running an Online Certificate Programme in Disaster Management. This Programme is essentially aimed at practitioners who want to deepen their theoretical knowledge of disaster management, and need a formal Programme that is offered entirely online.

The Programme combines IFRC's expertise and experience in disaster risk reduction, response and relief missions over 100 years, and TISS's 70 years of experience in disaster response and recovery and academic accumen as a University. The Programme is now in its fifth year, and the eleventh batch of participants were enrolled in May 2018. The diversity and range of participants have increased since the first few batches, and there is an increasing demand for Programmes by practitioners on the field.

To support the programme management team in the scaling up of activities, the Programme is looking for a **Research Associate**.

The Research Associate will be required to perform the administrative tasks of running an online education programme, as well as contribute to the development of the programme through innovation of pedagogy methods and content updation.

Responsibilities of the Candidate:

- Contribute to the day-to-day running of the Programme, including management of participants and liaison with administration and accounts departments at the Institute.
- Contribute to the updation of the course content, including monitoring updates on websites regarding course content, ensuring newer research debates are included in the course content, supporting faculty members in identifying newer research debates and helping them prepare sessions on the same.
- Producing communications and other materials, as necessary.
- Liaising between concerned faculty members and online participants, if necessary.
- Liaising between faculty members and other programme team members.

A good candidate will be encouraged to participate in the content development for the course, and mentored by senior programme members on learning the subject. This Project is a platform to enhance your curriculum development skills, study about Disaster Management (access to materials and library), as well as prepare for further academic or field specialisation. The above are the tasks required to but not limited to perform. Changes and additions in responsibilities can be added given on the candidates calibre.

Remuneration

Rs. 45,000 to Rs. 50,000 - To be commensurated with experience.

APPLICATION AND SELECTION

Qualifications

A university degree at the Masters' level in Social Sciences or related fields. A first class Bachelor's Degree in Social Sciences with at least one year of work experience may be considered for candidates who showcase strong potential.

High-level of proficiency in English language (written and oral) is a pre-requisite.

Familiarity and experience with MS Office, other softwares to produce communications materials, run webinars etc.

Application

Shortlisted candidates will be asked to take a written test in person or online as the case may be, and further interviewed by a panel.

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

A candidate is required to email in a copy of their recent CV (1 page) with a covering letter to the **following email address ifrctiss-admin@tiss.edu by September 23, 2018**. The subject of the email should be **“Position of Research Associate IFRC-TISS”**