



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

February 23, 2016

TISS/ADVT/IRO/FEB/2016

**ADVERTISEMENT FOR THE POST OF JUNIOR PROGRAMME COORDINATOR –
INTERNATIONAL RELATIONS OFFICE (IRO)**

Introduction:

Tata Institute of Social Sciences (TISS) is looking for highly motivated, hard-working, multi-tasking, pro-active, creative and competent professional for its International Relations Office (IRO).

Applications are invited for the post of **Junior Programme Coordinator** to be filled on purely contractual basis with a consolidated salary of Rs. 30,000 per month for a period of one year.

The Programme Coordinator will provide strategic executive support and help in developing comprehensive and full-fledged international programmes. He/ she will facilitate admission of Full-time International students; administration of affiliated students/ staff and faculty through handling Customized Short-term Study in India Programme(s); advising international students on immigration, accommodation and other logistical support, and actively participate in coordination and management of overall administration of International Relations Office.

Specification:

The Programme Coordinator should have a Masters' degree in Social Work/ any discipline in Social Sciences/ International Relations/ Public Relations/ Management Studies with minimum 3 years of work experience involving coordination/ consultancy/ training/ teaching/ research or similar profile and administrative experience. Interested individuals should demonstrate high proficiency in communication; writing skills; computer application/ data management; good interpersonal skills and ability to interface with various stakeholders - students, faculty members, staff at all levels, media and public.

About International Relations Office (IRO):

The International Relations Office (IRO) was established in the year 2006 as International Students' Office (ISO) to facilitate strategic international linkages and collaborations between TISS and different foreign Universities/ Institutions. IRO has worked pro-actively to create mutually beneficial partnerships by assisting/ facilitating drawing up of MoUs and agreements between TISS and international institutions as well as developing proposals for collaboration; and providing the necessary administrative institutional support to operationalising these partnerships and collaborations.

Objectives:

- To facilitate and enhance the global visibility and profile of TISS,
- To develop, coordinate and strengthen International linkages
- To initiate strategic cooperation between TISS & International Institutions and universities
- To facilitate, assist and help International students in all their academic pursuits,
- To facilitate and assist Indian Faculty and Staff to progressively increase the scope of the Study in India Programme and Study Abroad Programme,
- To provide a base to assist International and Indian scholars for career advancement and contribute towards enhancing bilateral relations

Apart from building new collaborations, IRO actively facilitates the exchange of Students, Staff and Faculty (Indian and International) as per the mutual agreement. IRO also hosts independent students, scholars and faculty coming from different parts of the world. IRO functions as a Centralized Office/ One Point of contact for all International and Indian students/ faculty/ staff providing range of support and facilities. We as a centralized Office, are responsible for providing all necessary information and support, share notifications and advertisements; provide guidance to interested individual/ universities; provide support and assistance with respect to all academic and non-academic requests; handle grievances etc. As a centralized office, IRO coordinates with all the four campuses (Mumbai, Tuljapur, Guwahati, Hyderabad) to facilitate any type of mobility/ collaboration etc.

The interested candidates are requested to apply online through the link (Apply now) provided alongwith this advertisement on Institute's website www.tiss.edu.

The candidates are required to take a print of acknowledgement of online application and keep it for future reference.

The last date for receipt of application is March 11, 2016.

The selected candidate has to join immediately.

Registrar