

Terms of Reference (ToR)

Position: Programme Assistant (1-Full Time)

The IFRC-TISS Certificate Course in Disaster Management is a unique partnership between the International Federation of the Red Cross and Red Crescent Societies and the Tata Institute of Social Sciences. The programme has a global outreach and has participants with a diverse professional, academic and cultural backgrounds and has been well received.

Currently we are advertising for the position of a Programme Assistant (1-Full Time) .The following are the Terms of Reference.

1. It is a one year contract (6 month probation) subject to an annual renew dependant on the candidates performance.
2. Assist in the cohort admission process, compilation for application scrutiny and upload of results .Additionally the individual is required to assist the programme team in cohort management as and when required.
3. Help maintain the Social media interaction of the programme (Twitter,Linkdin,Facebook), interaction with inquiries relevant to the programme through them. This is an important requirement.
4. Usage of different media platforms, undertake video editing, allow for bettered course interaction and development.
5. Curriculum development:Assist in the upgradation of the curriculum for the programme.

A Master's in Social Sciences (with a preferred experience in Disaster Management) is required.

Remuneration: As per institutional norms and based on experience.

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.

The Programme Assistant will report directly to the Project Director.

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 ifrc-tiss-admin@tiss.edu .The subject of the email should be "Position of Programme Assistant IFRC-TISS". The last date for application is 18th July,2017: 12 p.m (IST). Candidates short listed for the interview would be intimated on their contact email address.