

RECRUITMENT NOTICE

Applications are invited for the following temporary positions as 'Temporary Staff' appointment on a contractual basis at the Office for International Affairs, Tata Institute of Social Sciences, Mumbai. The Office for International Affairs (OIA) is looking for applicants who are highly motivated, hard-working, multi-tasking, pro-active, creative, and competent professionals to handle important roles that facilitate strategic international linkages and collaborations between TISS and different foreign universities/ institutions.

Academic Coordinator – 01 Position

Eligibility:

The Academic Coordinator should have a master's degree in social work/ social sciences/ Humanities/International Relations/Public Relations/Management Studies/MBA/ with a minimum of 1 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:

As an Academic Coordinator, is responsible for overseeing and coordinating academic and field work activities of the programs MA Dual Degree programmes/short term international programs. The Academic Coordinator is responsible for monitoring the progress of students, identifying areas where they may need additional support or guidance, and providing individualized assistance as required. They may also be responsible for scheduling classes, organizing academic events, and communicating relevant information with students and faculty members. Academic Coordinator must have excellent organizational and communication skills, strong attention to detail, and the ability to work collaboratively with diverse groups of individuals.

He/ she will help OIA 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 the Office for International Affairs.

Tenure and Remuneration

This is a temporary appointment on a contract basis for a **period of six months** initially and may be extendable based on performance of the candidate and the requirement of the Institute. This temporary appointment will be pay a **consolidated remuneration of ₹ 40,000 - ₹ 45,000/- per month, depending on the qualification and experiences**. The appointed candidates will be paid an annual increment @ 5% of the remuneration every year.

How to apply

Applicants should submit the following documents to apply for the above-mentioned position:

1. Covering Letter to Chairperson, Office for International Affairs (with the details of the position applied for)
2. Latest CV
3. SOP – Stating your interest to work with the Office for International Affairs (specifying the position)

4. Copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
5. Testimonials and Work Experience Letters
6. Recommendation Letters (Min. 02)

Eligible and interested candidates may send their documents to oia@info.tiss.edu on or before **November 15, 2023**.

The interview has been scheduled on **17-November-2023; 2PM**. The shortlisted candidates will be communicated by e-mail to appear for a personal interview.

Other conditions

1. The age not exceeding 40 years as on the last date of receipt of application. Age will be relaxed in case of exceptional candidates.
2. The Institute reserves the right to not to fill up the vacancy advertised.
3. 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.
4. 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.
5. No TA/DA is payable for appearing in the written test and/or interview.
6. Selected candidate will have to join within a reasonable time from the date of their selection.

Dy. Registrar (P&A)