

**Advertisement for Programme Associate**

**Position: Programme Associate (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 from diverse professional, academic and cultural backgrounds and has been well received by all.

Applications are invited for the post of Programme Associate (1-Full Time) with the following Terms of Reference:

1. Appointed for 3 months as an intern followed by a review based on which the appointment will be made for one year.
2. Required to assist in the cohort management, cohort admission process, compilation for application scrutiny and preparation of results.
3. Develop and publish content on the social media page and the main website of the programme
4. Usage of different media platforms, video recording, undertake video editing, allow for bettered course interaction and development.
5. Liaison with the IFRC Team and TISS administration on a regular basis.
6. Curriculum development: Assist faculty members in the upgradation of the curriculum for the programme.
7. Support JTSDS in its academic activities and carry out any task as per the instructions of the Project Director.

The above are the tasks are illustrative and if the programme requires other support, the same would need to be provided.

Remuneration: About Rs.30,000 consolidated during the first three months. After three months, commensurate with experience and performance the remuneration will be reviewed.

Education Qualifications – Master's in Social Science or Management (incumbent with a 4 or 5 year Bachelor's degree like LLB/5 year law programme/Planning & Architecture may also apply) and affiliated fields. Experience in Disaster Studies or Social Sciences will be preferred. Proficiency with written and spoken English is an essential requirement.

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

The Programme Associate will report directly to the Project Director. The selected candidate will be expected to join the programme immediately in the Mumbai Campus in person.

A candidate is required to email in a copy of their recent CV (not exceeding 4 pages) with a covering letter to the following email address [ifrc-tiss-admin@tiss.edu](mailto:ifrc-tiss-admin@tiss.edu). The subject of the email should be "Position of Programme Associate IFRC-TISS".

The last date for application is 17<sup>th</sup> February, 2023

Candidates short listed for the interview would be intimated on their contact email address.

Sd/  
IFRC Project Director

January 2023