

IFRC-TISS Programme is Recruiting

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

Currently we are advertising for 3/4 positions of Research Officer (2), Programme Associate (1). All positions will be on a two year contract (6 months probation), and renewal will be dependent on performance.

Research Officer – 3 positions (2 part time and one full time)

Terms of Reference Assist the programme team in programme management. This includes cohort admission process, compilation of applications, scrutiny and upload of results and other administrative responsibilities.

1. Assist Faculty Members in keeping the course content and communication with all participants up to date, interacting with the participants and guiding and supporting them in the tasks assigned to them by the Faculty Members
2. Curriculum development: Assist in the upgradation of the curriculum for the programme
3. Any other responsibility given by the Programme Director

Education Qualifications – Master's in Social Sciences. Those with a background in Disaster Studies will be preferred

Post-Qualified Experience – Minimum 2 years of experience in the academic sector or the humanitarian sector

Remuneration: Approximately Rs. 50,000 to Rs. 65,000 (consolidated for full-time) depending on qualifications and experience

The Research Officers will report directly to the Project Director.

Programme Associate 2 Positions

Terms of Reference.

1. Required to support the Research Officer in the cohort admission process, compilation for application scrutiny and preparation of results. Additionally the individual is required to assist the programme team in cohort management as and when required.
2. Help maintain the Social media interaction of the programme (Twitter, LinkedIn, Facebook), respond to inquiries relevant to the programme through them.
3. Usage of different media platforms, undertake video editing, allow for bettered course

interaction and development.

4. Curriculum development: Assist in the upgradation of the curriculum for the programme
5. Any other responsibility given by the Programme Director

Education Qualification – Master's in Social Science and affiliated fields. Experience in Disaster Studies will be preferred

The Programme Associate will work under the Research Officer and the overall guidance of the Project Director.

Remuneration: Rs.35,000 to Rs. 45,000 (consolidated) depending on qualifications and experience.

The IFRC-TISS Programme is a flexible work environment. Individuals with an academic orientation, women and minority candidates are encouraged to apply.

Candidates are required to email in a copy of their recent CV (not exceeding 2 or 3 pages) with a covering letter to the following email address ifrctiss-admin@tiss.edu.

PI note: The subject of the email should be “Position of Research Officer IFRC-TISS” or “Position of Programme Associate IFRC-TISS”, as the case may be. The last date for application is 24th July, 2017. Candidates short listed for the interview would be intimated on their contact email address. Selected candidates would be expected to join immediately.

17th July, 2017.