

RECRUITMENT NOTICE

Applications are invited for the following temporary positions as 'Project Staff' appointment on a tenural contract 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.

1. PROGRAMME MANAGER – (Incoming Mobility) - 01 Position

Eligibility:

The Programme Manager (Incoming Mobility) should have a Masters' degree in Social Work/ Social Sciences/ Humanities/ International Relations/ Public Relations/ Management Studies/ MBA/ Hospitality Management/ Travel and Tourism with minimum 2 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:

The Programme Manager (Incoming Mobility) will handle the full-term and short-term international students/ staff and faculty registered with TISS. He/ she will be responsible for the complete international admission process through facilitating admissions to full-time degree and diploma programmes (across TISS campuses and centres). The Programme Manager (Incoming Mobility) will also manage the short-term incoming international students/ staff and faculty who visit TISS as part of the regular/ independent exchange programmes such as coursework/ fieldwork/ research affiliation and others. The manager will be responsible for managing the complete programme of the incoming international student/ staff and faculty at TISS.

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.

The tenural appointment is for 3 years and with a **consolidated remuneration of Rs. 45, 000/- per month**. The selected candidate shall be entitled to health insurance. 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. Passport Photo – 02
4. SOP – Stating your interest to work with the Office for International Affairs (specifying the position)
5. Copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
6. Testimonials and Work Experience Letters (Mandatory)
7. Recommendation Letters (Min. 02)

Eligible and interested candidates may send their documents to internationaloffice.tiss@gmail.com on or before **April 5, 2022**.

Shortlisted candidates will be communicated by e-mail to appear for a written test and/or a personal interview at a scheduled time and date.

Other conditions

- (a) The age not exceeding 35 years as on the last date of receipt of application. Age will be relaxed in case of exceptional candidates;
- (b) The Institute reserves the right to not to fill up the vacancy advertised;
- (c) 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;
- (d) 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;
- (f) No TA/DA is payable for appearing in the written test and/or interview.

Selected candidate will have to join within a reasonable time from the date of their selection.

Dy. Registrar (P&A)