

KHFM Hospitality and Facility Management Services Pvt. Ltd.

01, "NIRMA PLAZA", Makhwana Road,

Marol Naka, Andheri (East), Mumbai - 400 059

KHFM/Advt./May./2017

May 02, 2017

RECRUITMENT NOTICE

Applications are invited for the following temporary positions on the roll of KHFM Hospitality and Facility Management Services Pvt. Ltd. purely on contract and to be located at our site: The Tata Institute of Social Sciences, Mumbai. Applicants should be highly motivated, hard-working, multi-tasking, pro-active, creative and competent professional for its International Relations Office (IRO), to facilitate strategic international linkages and collaborations between TISS and different foreign Universities/ Institutions. IRO has worked pro-actively to create mutually beneficial partnerships by assisting/ facilitating drawing up of MoUs and agreements between TISS and international institutions as well as developing proposals for collaboration; and providing the necessary administrative institutional support to operationalising these partnerships and collaborations.

I. JUNIOR PROGRAMME COORDINATOR (OUTGOING MOBILITY) - 1 Position

Eligibility:

The Jr. Programme Coordinator 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 03 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 Jr. Programme Coordinator (Outgoing Mobility) is required to provide strategic executive support and help the International Office in facilitating the Outgoing Student and Faculty Exchange Programmes by developing comprehensive and full-fledged proposals/ joint applications and customized programmes for different funding agencies. He/ she will help IRO to facilitate regular and independent Outgoing Mobility for students, staff and faculty; handle the administration of selected students/ staff and faculty; facilitation with ticket booking, visa and insurance support; Documentation of regular activities; advising Indian students/ staff/ faculty on immigration, accommodation and other logistical support required during exchange period; and actively participate in coordination and management of overall administration of International Relations Office activities.

Salary : Approx. Rs. 35, 000/- p.m. depending on qualifications, skills and experience.

II. JUNIOR PROGRAMME COORDINATOR – (Admission and Study in India) - 1 Position

Eligibility:

The Jr. Programme Coordinator (Admission and Study in India) 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 03 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 Jr. Programme Coordinator (Admission and Study in India) is required to handle the complete admission process of International Students to full-time Degree and Diploma programmes (across TISS campuses). He/ she will also be responsible for developing and facilitating the full-fledged Customized Short-term Study in India Programmes and International Workshop/ Seminar/ Conferences/ Symposiums etc., organized by the International Relations Office on a regular basis. He/ she will help IRO in both these functions by 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 International Relations Office.

Salary : Approx. Rs. 35, 000/- p.m. depending on qualifications, skills and experience.

The filled in application should have the following documents:

1. Covering Letter to Vice President (Operations), KHFM (with the details of the position applied for)
2. Latest CV
3. Passport Photo - 02
4. SOP – Stating your interest to work with the International Relations Office (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)

The shortlisted candidates will be called to appear for a Written Test and a Personal interview at Mumbai on May 12, 2017. Selected candidate will have to join immediately upon appointment (preferably within 15 days of selection).

Please note, candidates who were short-listed for the interview process for the same position in the last 6 months, need not apply. Applicants who do not fulfil the basic eligibility criteria will not be short-listed. Preference will be given to local candidates (from Mumbai) with the relevant educational and work experience.

Other Conditions:

- Selected candidates will be on probation for first three months.

(a) KHFM Hospitality and Facility Management Services Pvt. Ltd. reserves the right to not to fill up the vacancy advertised; (b) 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; (c) 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; (d) relaxation in qualification, experience and age will be prerogative of KHFM Hospitality and Facility Management Services Pvt. Ltd.; (e) no TA/DA is payable for appearing in the written/skill test and interview.

The eligible and interested persons may apply in the prescribed format available in the website www.khfm.in by May 07, 2017 (by 6.00 pm) to Mr. Ketan Gujral, Admin Assistant, at site: Tata Institute of Social Sciences, Sion Trombay Road, Deonar, Mumbai-400 088 with a scan copy to iso@tiss.edu. Contact: 022 2552 5920 for further assistance.

Vice President (Operations)