

**Terms of Reference (ToR)****Position: Programme Associate (2-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 with a diverse professional, academic and cultural backgrounds and has been well received by all.

Applications are invited for the post of Programme Associate (2-Full Time) with the following Terms of Reference.

1. It is a one year contract (6 months probation) subject to an annual renew dependent on the candidates performance.
2. Required to assist 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.
3. Help maintain the Social media interaction of the programme (Twitter,Linkedin,Facebook), interaction with inquiries relevant to the programme through them.
4. Usage of different media platforms, undertake video editing, allow for bettered course interaction and development.
5. Liason with the IFRC Team on a regular basis.
6. Curriculum development:Assist in the upgradation of the curriculum for the programme.

The above are the tasks required to but not limited to perform. Changes and additions in responsibilities can be added given on the candidates caliber.

Remuneration: Rs.35,000 to Rs. 40,000

Education Qualification – 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 Media and Communications, Advertising and Design will be preferred

The Programme Associate will report directly to the Project Director.

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

A candidate is required to email in a copy of their recent CV (1 page) 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 August 16, 2019. Candidates

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