

**Advertisement for Program Coordinator (01) at Centre for Water Policy and Governance,
School of Habitat Studies (TISS).**

[Last Date for Submitting Application: 6th July, 2024]

[Send applications along with CV by email at jjmcptiss@gmail.com]

The Centre for Water Policy and Governance is looking to recruit highly motivated and qualified professional as a 'Program Coordinator'. The post is invited for a UNICEF supported project to launch and conduct the Post-Graduate Diploma in Water, Sanitation, and Hygiene at Mumbai Campus of TISS.

Key Responsibilities:

- Coordinate activities for Post Graduate Diploma in WASH, which includes
 - Initial activities for launching the PGD-WASH such as advertising, scheduling of interviews, supporting admissions process
 - Coordination with Dean SOHS and faculty members of Centre for Water Policy of governance for conducting the diploma, which would also include monitoring the academic schedule, progress of teaching courses, and exam/assessment schedule
 - Coordination with Guest Faculty
 - Coordination of Field work and internship program of PGD-WASH students
- Coordination of placement related efforts for PGD WASH students,
- Managing accounts, preparing progress reports and quarterly accounts reports, and maintain documentation.
- Effective communication with the Funding Agency and all other partners involved in PGD WASH
- Any other incidental work

Qualification Criteria and Competencies:

- Minimum Educational Qualification: Post-graduate in Social Sciences/Environmental Sciences/Public Policy or equivalent from recognized institutions.
- Minimum five years of experience in project management / research management is a must
- Ability to converse in Marathi and Reading/writing/Communication proficiency in English is a must.
- Working knowledge of word, Excel, PowerPoint is essential
- The applicant should be willing to travel to field locations as and when require

Salary:

The remuneration is fixed at Rs. 80000-00 per month as a consolidated amount. This amount is inclusive of Professional tax and income tax. Your fieldwork expenses including travel, food and accommodation will be reimbursed in accordance with the TISS/project rules.

Appointment: Immediate**How to apply: Application process and interview**

(a) Candidates are requested to submit a detailed CV (in pdf), a scanned copy of the relevant certificates of your educational qualifications, work experience, and testimonials at jjmcpitiss@gmail.com

(b) Candidates are requested to write the position name in the subject line of email while sharing the above-mentioned documents

(c) Short-listed candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills depending upon Covid-19 situation

(d) Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction/ skill test to be conducted at TISS, Mumbai

Other conditions

- The Institute reserves the right to relax qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute
- The Institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised
- 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 interview
- The post is unreserved, but candidates belonging to reserved category can apply. No queries or correspondence regarding issue of call letter for interview/selection of candidates for the post will be entertained at any stage and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post
- The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/interview
- No TA/DA is payable for appearing for the interview
- In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s)