Tata Institute of Social Sciences
Office for International Affairs (OIA)
V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956 and Grant-in Aid Institute under Ministry of Education, GoI)

TISS/OIA2026/Nov/002
16 November 2026

Non-Teaching Position Notification at the Office for International Affairs, TISS, Mumbai.

The Tata Institute of Social Sciences (www.tiss. ac.in), established in the year 1936, is a Deemed to be University under Section 3 of the UGC Act, 1956, and a grant-in-aid Institute under the Ministry of Education, Government of India. TISS is a Grade I University as per the NAAC assessment 2024.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 52 Masters' Degree programmes and 21 PhD programmes in a range of socially relevant interdisciplinary areas of applied Social Sciences including
28 Bachelor of Vocational degree programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and
supports researchers to engage in foundational, applied, field and action-oriented research, and it also
nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, knowledge generation, and field action initiatives.

The Office for International Affairs (OIA) promotes international academic exchange and collaboration between TISS and foreign HEIs. It facilitates MoUs and agreements, develops collaboration proposals, and provides the administrative support needed to run these partnerships. It works to enhance the global visibility and profile of TISS, develop and strengthen international linkages and strategic cooperation with foreign HEI, support international students in their academic pursuits, help Indian faculty and staff expand Study in India and Study Abroad Programmes, assist Indian and international scholars in career advancement and strengthen bilateral relations.

Applications are invited for the following Non-Teaching 'Temporary Staff' positions to be filled on contractual basis at the OIA. The OIA is looking for highly motivated, hard-working, multitasking, proactive, creative, and competent professionals to fill important roles facilitating strategic international linkages and collaborations between TISS and various foreign universities and institutions for following posts:

SN	Designation	No. of Posts	Salary	Location
1	Academic Manager	1	Rs. 60,000/- to 65,000/- Commensurate with qualifications & Experience	Mumbai

2	International Research and Programme Manager	1	Rs. 60,000/- to 65,000/- commensurate with qualifications & Experience	Mumbai

1. Academic Manager (1 Post)

The Academic Manager will oversee the academic planning, coordination and implementation of Dual Degree programmes and short-term international academic programmes. The role will involve coordinating with faculty members and international partner universities for curriculum and syllabus development, course and credit mapping, academic scheduling, student academic progression, fieldwork and other programme requirements. The Academic Manager will also support the development of new Dual Degree programmes, maintain academic records and documentation, coordinate student and partner communications, and monitor the effective implementation of programme activities. The role requires a strong academic and research-oriented background, with relevant experience in academic programme development, curriculum design, international academic collaborations and programme coordination.

Qualifications and Experience:

- Master's degree in social work, Social Sciences, Humanities, International Relations, Management Studies, MBA, Education, or any related discipline.
- Minimum 3 years of relevant professional experience involving academic programme coordination, curriculum or syllabus development, teaching, research, training, consultancy, international academic collaboration, or similar academic and administrative responsibilities.
- Experience in academic programme development, curriculum design, course and credit mapping, student academic coordination or international higher education will be preferred.
- Experience of working with faculty members and international universities/academic institutions will be an added advantage.

Desirable Qualifications

- PhD completed or thesis submitted in the area of social work, social sciences, humanities, International Relations, Public Relations, Management Studies, MBA, education or any related discipline.
- Individuals with 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
- Excellent organisational skills, strong attention to detail, and the ability to work collaboratively with diverse groups of individuals.
- Experience of working with faculty members and international universities/academic institutions

Key Responsibilities:

- Overseeing and coordinating academic and field work activities of the Dual Degree programmes/short term international programs and Global Classrooms/ Collaborative online programmes
- Contribute to the conceptualisation, development and implementation of new international academic programmes and initiatives under the TISS Global- Center for Global Studies
- Support the overall academic administration and coordination of the Office for International Affairs
- Coordinate with faculty for preparation and publication of semester course schedules
- Scheduling classes, booking classrooms, organising academic events, and communicating relevant information with students and faculty members.

- Support course and credit mapping between TISS and international partner institutions and maintain programme-wise academic records for academic programmes.
- Serve as a liaison between faculty, students, and administrative offices to address academic-related inquiries and resolve issues
- Monitor academic progress and support student advising efforts by maintaining academic records and identifying students needing additional support.
- Organise academic events such as orientation sessions, workshops, and meetings in collaboration with the OIA team
- Ensure compliance with institutional academic policies and accreditation standards.
- Manage academic calendar deadlines, including registration, grading, and course evaluations.
- Compile and analyse academic data for reporting purposes
- Help OIA in the management of administration of affiliated international students/ staff and faculty; documentation of regular activities
- Support Dual Degree Students to plan and manage applications to international partners universities, guide them through visa applications, accommodation and travel arrangements,
- Advising international groups on immigration, accommodation and other logistical support,
- Actively participate in coordination and management of overall administration of the Office for International Affairs.

2. International Research and Programme Manager (1 Post)

The International Research and Programme Manager will develop and manage international research projects and partnerships; support faculty in establishing new research collaborations; coordinate with international universities and research institutions; develop project proposals; and oversee programme implementation, documentation, reporting, and outcomes. The position will also contribute to the development of new international academic and research initiatives and strengthen institutional partnerships through effective programme and research management. The role requires strong research expertise, academic programme management skills, and experience in international academic/research collaborations, with the ability to work independently with faculty, researchers and international partners.

Qualifications and Experience:

- Master's degree in social work, Social Sciences, Humanities, International Relations, Management Studies, MBA, Education, or any related discipline.
- Minimum 3 years of relevant professional experience involving academic programme coordination, curriculum or syllabus development, teaching, research, training, consultancy, international academic collaboration, or similar academic and administrative responsibilities.
- Experience in academic programme development, curriculum design, course and credit mapping, student academic coordination or international higher education will be preferred.
- Experience of working with faculty members and international universities/academic institutions will be an added advantage.

Desirable Qualifications

- PhD completed or thesis submitted in the area of social work, social sciences, humanities, International Relations, Public Relations, Management Studies, MBA, education or any related discipline.
- Individuals with 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
- Excellent organisational skills, strong attention to detail, and the ability to work collaboratively with diverse groups of individuals.
- Previous experience of working in an international setting will be an additional advantage

Key Responsibilities

- Lead and coordinate international research projects, programmes and collaborative academic initiatives undertaken by the Office for International Affairs.
- Develop and coordinate new international research collaborations, academic programmes and institutional partnerships with universities, research institutions and other international organisations.
- Design and conceptualise various programme for proposed TISS Global Dialogues
- Work closely with faculty members and researchers in the development of research proposals, collaborative projects, funding applications, academic initiatives and international programmes.
- Coordinate with international partner institutions and researchers for project planning, implementation, academic activities, meetings and institutional deliverables.
- Manage and monitor timelines, milestones, deliverables, budgets and documentation related to international research and programme activities.
- Support faculty in developing research partnerships, joint projects, conferences, workshops, publications and other international academic initiatives.
- Prepare and coordinate research and programme proposals, reports, presentations, briefing notes and other institutional documentation.
- Monitor and analyse project outcomes and maintain systematic records of international research and programme activities for institutional reporting and review.
- Organise and coordinate international academic and research events, seminars, workshops, faculty engagements and collaborative meetings in coordination with the OIA team.
- Facilitate communication and coordination among faculty, researchers, students, international partners and relevant administrative offices.
- Support the development and implementation of new international initiatives aligned with the academic and research priorities of the Institute.
- Contribute to the development of institutional systems, processes and databases for managing international research collaborations and academic programmes.
- Support the administration and coordination of international faculty, researchers, students and visiting scholars, including relevant documentation and logistical coordination.
- Assist in ensuring compliance with institutional policies, partner requirements and applicable regulatory and reporting requirements.
- Contribute to the overall coordination, administration and strategic development of the Office for International Affairs and undertake other responsibilities assigned in relation to international research and academic programmes.

Tenure

This is a temporary appointment on a contract basis for an initial period of one year and may be extended based on the candidate's performance and the Institute's requirements. In case of extension of services, the appointed candidates will be paid an annual increment of 5% of their remuneration.

How to Apply

- Candidates are required to apply online through the **"Apply Now"** link provided along with this advertisement on the Institute's website: www.tiss.ac.in.
- Candidates should carefully complete the online application form and upload all required documents.
- After successful submission, candidates must download and retain a printout of the acknowledgement/confirmation of the online application for future reference.

Application Fees

The application fee is Rs 500/- for General and OBC Candidates (to be paid online). The SC/ST/PWD candidates are required to pay fees of Rs. 125/- (to be paid online) if they attach the required certificate along with the application form. The women applicants are waived from the payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid shall not be refunded under any circumstances

Other conditions

- The Institute reserves the right not to fill the vacancy advertised.
- Since applications received may be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for an interview.
- No queries or correspondence regarding the 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
- Relaxation in qualification, experience and age will be prerogative of TISS.
- No TA/DA is payable for appearing in the written test and/or interview.
- The selected candidate will have to join within a reasonable time from the date of their selection

Last date to receive applications: **30 November 2026**

Interview: Eligible candidates will be informed by email to attend the online/in-person interview.

Date of joining: Selected Candidates are expected to join within 15 days of their selection.

S/d Registrar (Offg.)