



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai - 400 088

(Declared as a Deemed to be University under Section 3 of the UGC Act 1956,
a grant-in-aid Institute under Ministry of Education, Government of India)

ADVT/TISS/PM/OAA/MAR/2026

18th March, 2026

Applications are invited Appointment of PROGRAMME MANAGER (on Contract basis) for OFFICE OF ALUMNI 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, a grant-in-aid Institute under Ministry of Education, Government of India. TISS is a Grade I University as per NAAC assessment 2024.

The Office of Alum Affairs (OAA) at TISS aims to strengthen the network of TISS alumni across the globe and create a strong connect between the alumni and our current students. We are urgently looking for a Manager to build and strengthen this work.

Sr. No.	Particulars	
1	Name of the Post	PROGRAMME MANAGER
2	No. of Post	1 (One)
3	Location	MUMBAI
4	Educational Qualification & Experience	Master's degree in any discipline with 55% of the marks & 2 Years of Work Experience in Corporate field and academic engagement. Experience in organising, facilitating a range of academic and alumni events with strong data management skills. The experience of Donar & Grant Management Skills and Programme Organising Skills will be preferable.
6	Age Limit	Below 45 years of age at the time of appointment.
	Consolidated Salary	Rs. 50,000/- per month
7	Duration	One Year
9	Last Date of Filling of Online Applications	<u>29th March, 2026</u>
** Only online applications received through TISS website will be considered from the interested candidates who fulfill the above conditions		

Skills Required:

Proficiency in both written and oral communication, capable of effectively articulating complex ideas to diverse audiences.

Ability to engage and collaborate with individuals from various backgrounds, both within and outside the organization, fostering inclusive and productive relationships.

Understanding of database management systems, including data entry, query, and basic maintenance operations, ensuring accurate and efficient handling of data.

Leveraging social media platforms for engagement, research, and communication purposes, understanding their role in contemporary digital ecosystems.

Organizing and Coordination Skills, Good Communication Skills and Documentation Skills.

Preparing Alumni Reports, Knowledge of Social Media handles and online platforms is must.

CSR/Fund Raising Skills.

Key Responsibilities:

Maintain an up-to-date and comprehensive database of Office of Alum Affairs

Develop and implement strategies to engage TISS alumni across various cohorts and Geographical locations. Organize alumni events, reunions, and networking opportunities and Maintain connections with the alma mater.

Create and manage communication channels between the current students and the alumni, upcoming events, and opportunities for involvement.

Support and utilize various platforms such as newsletters, social media, and alumni websites and maintain regular contact with the alumni community.

Conduct outreach activities to reconnect and encourage alumni participation. Strengthen relationships with key alumni stakeholders, including donors and potential mentors for current students.

Collaborate with academic departments and career services to facilitate alumni involvement mentoring current students.

Promote career development opportunities and job postings exclusively available to TISS alumni.

Support fundraising efforts by engaging alumni in philanthropic initiatives and relationships with potential donors and Initiate work on scholarship/fellowships for the current students.

Facilitate the formation and functioning of regional and affinity-based alumni chapters and associations. Provide guidance and support to these groups in organizing events and activities.

Collect and analyze feedback from alumni through surveys and other means, and use the insights to improve alumni engagement programs and services.

Monitor and evaluate the impact of alumni engagement initiatives, tracking outcomes such as alumni participation and career achievements.

Collaborate with internal stakeholders, such as academic departments and student services. to integrate alumni engagement into various aspects of the institution's activities.

Seek partnerships with external organizations to create meaningful opportunities for alumni and TTSS.

Establish recognition programs to celebrate the achievements and contributions of outstanding alumni. Coordinate award ceremonies and acknowledgment events.

Keep the Alumni Data confidential and do not share with anyone without approval of the reporting officer. In case you leave the Job in between produce a non-disclosure letter regarding the Alumni Data and maintaining confidentiality about office related documents of Alumni Office.

Other Conditions:

- i. The post is unreserved, but candidates belonging to the reserved category can apply.
- ii. The institute reserves the right to relax any of the qualification/ experience/ age limit in exceptional cases, or in case of person already holding analogous position in Government Department/ Research and Academic Institution/ Industry.
- iii. 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 the interview.
- iv. No queries or correspondence regarding the 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.
- v. The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.
- vi. No TA/DA is payable for appearing for the interview.
- vii. In case of any inadvertent error in the advertisement and in the process of recruitment, Which may be detected at any stage, even after issuing the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

Application Fee:

The application fee of Rs. 500/- be paid online. The application fee for SC/ST/PWD candidates will be Rs. 125/- if they attach the required certificate to the online application form. The women applicants are waived from 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.

Last date of receipt of online application: 26th March, 2026

Application Process:

1. Candidates are requested to apply online through the link **(Apply Now)** provided along with this advertisement on the Institute's website at www.tiss.ac.in.
- 2. Candidate must provide their Gmail ID in Online Application Form.**
3. Candidates are requested to take a print of the acknowledgment of the online application and keep it for future reference.
- 4. Candidates will be informed over e-mail to appear for the Personal Interaction to be conducted at TISS, Mumbai. Request for ONLINE Personal Interaction will not be entertained.**

Note: The selected candidate would be required to join within 15 days of selection.

Sd/-

Officiating Registrar