



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)

Notification – Non-Teaching Position for the Post of International Research and Programme Associate on a contract basis at the Office for International Affairs, TISS, Mumbai.

Applications are invited for the following temporary positions as 'Temporary Staff' appointment on a contractual basis at the Office for International Affairs, Tata Institute of Social Sciences, Mumbai. The Office for International Affairs (OIA) is looking for applicants who are highly motivated, hard-working, multi-tasking, proactive, creative, and competent professionals to handle important roles that facilitate strategic international linkages and collaborations between TISS and different foreign universities/ institutions.

International Research and Programme Associate – 01 Position

Eligibility:

- Educational Qualification: Master's degree in social sciences, International Relations, Development Studies, Education, Management, or other relevant disciplines from a recognised university.
- Experience: Minimum 1–2 years of relevant experience in research, academic project coordination, or international collaboration (experience in higher education or research institutions preferred).
- Skills Required:
 - Strong research and analytical skills.
 - Excellent written and verbal communication skills in English;
 - Proficiency in MS Office, data analysis tools, and online collaboration platforms.
 - Ability to work independently and in diverse, cross-cultural teams.
 - Organisational skills with attention to detail and timelines.

Key Responsibilities

- Assist in the design, implementation, and monitoring of international collaborative research projects.
- Coordinate academic and capacity-building programmes with partner institutions abroad.
- Support the preparation of project proposals, research reports, presentations, and documentation.
- Maintain effective communication and liaison with international partners, funding agencies, and internal stakeholders.
- Conduct background research, compile data, and prepare briefs on relevant thematic areas.
- Assist in organising international events, workshops, seminars, and study visits.
- Monitor programme timelines, deliverables, and budgets in coordination with relevant offices.
- Support visibility, outreach, and communication activities related to international programmes.

Tenure and Remuneration

This is a temporary appointment on a contract basis for a period of three months initially and may be extendable based on the performance of the candidate and the requirements of the Institute. This temporary appointment will be paid a consolidated remuneration of ₹45,000/- per month, depending on the qualification and experience.

How to apply

Applicants should submit the following documents to apply for the above-mentioned position:

1. Covering Letter to Chairperson, Office for International Affairs (with the details of the position applied for)
2. Latest CV
3. SOP – Stating your interest in working with the Office for International Affairs (specifying the position)
4. Copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
5. Testimonials and Work Experience Letters
6. Recommendation Letters

Eligible and interested candidates may send their documents to **oia@info.tiss.edu** on or before **24 September 2025**. The shortlisted candidates will be communicated by e-mail to appear for a personal interview.

Other conditions

1. The Institute reserves the right not to fill the vacancy advertised.
2. 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.
3. No queries or correspondence regarding the issue of call letters for the 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
4. Relaxation in qualification, experience and age will be prerogative of TISS.
5. No TA/DA is payable for appearing in the written test and/or interview.
6. The selected candidate will have to join within a reasonable time from the date of their selection.

Chairperson
Office for International Affairs