



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)

No.: ADVT/TISS/PARZOR/PM/2026-27

28 October, 2026

ADVERTISEMENT

Project Position of “Programme Manager (Part-time)”

The Centre for Lifelong Learning, School of Social Work, Tata Institute of Social Sciences (TISS), Mumbai, invites applications from organized and detail-oriented candidates for the position of ‘Programme Manager (Part-Time)’ on a contractual basis for the TISS–Parzor Certificate Programme. The selected candidate will be responsible for coordinating, facilitating the admissions process, maintaining the database of enrolled students, and liaising with the Academic Section of TISS to ensure the smooth and timely processing of admissions and declaration of results.

Position : Programme Manager (Part-time) – 01 Position

Duration : Initially for the period of 06 months and may extendable upto 1 Year based on the performance of the candidate and requirement of the project)

Location: Centre for Lifelong Learning, School of Social Work, Tata Institute of Social Sciences (TISS), Mumbai

Key Responsibilities:

- Coordinate the admissions process, including updating the admission portal, application review, interview scheduling, and applicant communications.
- Provide guidance and support to prospective students throughout the application process, addressing inquiries and concerns in a timely manner.
- Collaborate with relevant departments to ensure compliance with admission requirements and deadlines.
- Maintain accurate records of applicant data and admissions statistics for reporting purposes.
- Assist in the development and implementation of marketing materials and outreach efforts to promote the certificate program.

- Liaise with the TISS academic section for admissions, fee collection and grade reporting.

Qualifications:

- Bachelor's degree in any field
- Previous experience in admissions or student services preferred.
- Familiarity with TISS systems and processes is highly desirable.

Work Hours: Approximately 20 hours per week

Consolidated Salary: Rs 25,000/- per month

Application Process: To apply for the position, please submit a resume and cover letter outlining your qualifications and experience relevant to the role to tiss.parzor@tiss.ac.in.

Deadline for Applications: 10th November, 2026

Shortlisted candidates will be intimated by 12th November, 2026

Online interviews for final selection will be conducted between 15th to 17th November 2026.

Only shortlisted candidates will be informed by e-mail/telephone to appear for regarding the interview.

Sd/-

Project Leader