Vacancy for Training & Research Officer (Part -time)
Centre For Lifelong Learning
School of Social Work, Mumbai Campus

Date : 12 November 2026

The Centre for Lifelong Learning (CLL), School of Social Work, Tata Institute of Social Sciences (TISS), Mumbai, invites applications for a Part-Time Training and Research Officer to support research, training, capacity-building, academic events and lifelong learning initiatives. The position is linked primarily to the Postgraduate Diploma in Counselling (PGDC) programme and will contribute to relevant activities across CLL programmes.

Position: Training & Research Officer (Part - time)
Number of Positions: 1 (Only for Mumbai-based candidates)

Time Commitment: 3 days per week (preferably Monday, Thursday and Saturday)

Eligibility -
Essential: Master's degree from a recognised university in Social Work, Psychology, Counselling, Education, Adult Education, Lifelong Learning or a related discipline.

Desirable: Experience in research methods and documentation; designing and facilitating training/workshops; organising seminars or conferences; developing academic materials; and working in counselling, mental health, adult learning or continuing education. Strong writing, coordination and digital skills are desirable.

Key responsibilities

- Assist in designing and undertaking research in counselling, mental health, psychosocial well-being, adult education and lifelong learning, including literature reviews, tools, data collection and analysis.
- Support research proposals, reports, manuscripts, conference abstracts, programme evaluations and knowledge products.
- Conceptualise, organise and, where appropriately qualified, facilitate training programmes, experiential workshops and capacity-building initiatives.
- Plan and coordinate seminars, conferences, webinars, expert lectures and academic collaborations; support programme content and event documentation.
- Develop training curricula, modules, manuals, toolkits and participatory or arts-based learning resources for adult learners.
- Contribute to research and academic development across CLL programmes, including counselling, gerontology, youth leadership and social change, and dance movement therapy.
- Document learning outcomes, training feedback and research findings, and support dissemination and academic outreach.

Competencies Required:

- Excellent stakeholder management, both internal and external
- Excellent coordination skill

- Basic skills of Research, managing data.
- Excellent verbal and written communication skills
- Excellent interpersonal, presentation and management skills
- Enthusiastic and Self-motivated
- Excellent team worker

Duration of Engagement: for a period of nine (09) months on a contractual basis.
Salary: Rs. 25,000/- per month

Application process :
Interested candidates should submit (i) a updated current CV and (ii) a brief statement (maximum 300 words) describing relevant research and training experience by **30th November (Monday)– 06.00 PM**
Send applications to: cll.counsellingprog@tiss.ac.in
Email subject line: Application – Part-Time Training and Research Officer, PGDC-CLL 2026

Tentative date of online interview: 2nd week of December, 2026. Only shortlisted candidates will be notified.

Tata Institute of Social Sciences, Mumbai reserves all rights of shortlisting and selection, and will not communicate in any manner with individuals about the reason(s) thereof or otherwise.
*Candidates from Mumbai or nearby areas need to apply.

Sd/-
Project Leader
