



TATA INSTITUTE OF SOCIAL SCIENCES
Mumbai | Tuljapaur | Hyderabad | Guwahati
V N Purav Marg, Deonar, Mumbai, 400 088
(A Deemed to be University and Grant in Aid Institution Under
Ministry of Education, Government of India)

ADVT/TISS-HYD/ACAD/YP-01

23 September 2026

**Application for the following positions at the School of Public Policy and Governance,
TISS Hyderabad**

1 Position - Lead Academics and Operation

1 Programme Coordinator: Accounts and Projects

The [Tata Institute of Social Sciences \(TISS\)](#), established in 1936, is a Deemed to be University and Grant-in-Aid Institute under the Ministry of Education, Government of India. Over the decades, TISS has established a distinctive identity in higher education through its commitment to interdisciplinary teaching, research, field action and engagement with social and policy concerns. The Institute currently operates through four campuses: **Mumbai (Main Campus), Tuljapur, Guwahati and Hyderabad** offering undergraduate, postgraduate, doctoral and vocational programmes across a range of socially relevant and interdisciplinary areas of applied social sciences.

The **TISS Hyderabad Off-Campus**, established in 2011, has emerged as a centre for interdisciplinary education, research and policy engagement in South India. Its academic programmes combine theoretical perspectives and analytical approaches with experiential learning, field engagement and capstone projects. The campus also undertakes research, field action initiatives and collaborations with government and other institutions to address contemporary social and policy concerns.

The **School of Public Policy and Governance (SPPG)** was established in 2013 with a mandate to create a cadre of public policy professionals equipped to respond to contemporary policy challenges and anticipate emerging governance needs. The School adopts a multidisciplinary approach drawing on areas including public policy, economics, law, political science and sociology, and combines classroom learning with hands-on and experiential engagement. Its programmes include postgraduate degrees, doctoral education and postgraduate diploma programmes in public policy, cities and governance, and natural resources and governance.

Young Professional Programme

SPPG, in collaboration with the Society for Elimination of Rural Poverty (SERP), Government of Telangana, is implementing a Young Professional (YP) Programme that combines structured academic and professional learning with field-based engagement. The programme seeks to develop a cadre of Young Professionals equipped to work at the intersection of gender, governance, social policy, rural

livelihoods, markets, technology and public policy, and to contribute to evidence-based implementation and policy action at the district and sub-district levels. **The programme is supported by a proposed Post Graduate Diploma in Public Policy and Leadership, through which Young Professionals undertake academic learning alongside their field deployment**

As part of the institutional and programme management architecture of the Young Professional Programme, SPPG, TISS Hyderabad seeks to recruit qualified and motivated professionals for the following position

The School of Public Policy and Governance (SPPG), TISS Hyderabad invites applications from interested and eligible candidates, with the **last date for receipt of applications being 15 October 2026**.

(a) One position of Lead - Academics and Operation

(b) One Position of Programme Coordinator

Lead: Academic and Operations

Consolidated Salary: Rs. 1.25 lakhs per month consolidated

Tenure: Initially for one year, extendable by one more year, subject to performance, availability of budget and programme requirements.

Essential Qualifications

1. Postgraduate degree in Public Policy, Public Administration, Development Studies, Social Sciences, Gender Studies, Economics, or a closely related discipline.
2. Minimum 4 years of relevant professional experience in public policy, development, research, academic/programme management, government programmes, social-sector initiatives, or related fields.
3. Demonstrated experience in academic and programme coordination, including planning, implementation, scheduling, documentation, stakeholder coordination, faculty/resource-person coordination, participant engagement and timely delivery of activities.
4. Strong research and analytical skills, with the ability to work with qualitative and quantitative data and translate research findings and programme evidence into actionable policy or implementation recommendations.
5. Knowledge of STATA/SPSS, NVivo/Atlas.ti/QGIS, or similar analytical and research tools.
6. Demonstrated ability to prepare policy briefs, research/technical reports, presentations, programme documentation and other evidence-based outputs.
7. Some experience in teaching, training, curriculum development, workshops or capacity-building programmes in areas such as public policy, public finance, governance, development, social policy, gender or economics.
8. Excellent written and oral communication skills in English, with the ability to work effectively with academic, government and development-sector stakeholders.
9. Demonstrated ability to manage multiple responsibilities independently, work under deadlines and coordinate across diverse institutional and professional contexts, including research

assistants, interns, field teams or programme staff.

10. Ability and willingness to undertake field visits and engage with field/district-level teams, government institutions and other stakeholders.

Desirable Qualifications

1. Professional experience with government departments, public institutions, development organisations, international agencies or academic institutions, including government–academic or multi-stakeholder partnerships.
2. Experience in monitoring and evaluation, impact assessment, programme performance tracking, SDG frameworks, policy implementation or evidence-based programme review, including analysing and presenting programme indicators/dashboard data.
3. Experience working on gender, women’s empowerment, rural livelihoods, SHGs/women’s collectives, social protection, financial inclusion or community-based development programmes.
4. Experience working with government schemes/programmes and district-level institutions, particularly in Telangana or other Indian states.
5. Knowledge of Hindi and/or relevant regional Indian languages.
6. Publications, policy papers, technical reports or other evidence of policy-oriented research and knowledge translation, particularly for government, international or development-sector organisations.

(b) Programme Coordinator: Accounts and Projects

Consolidated Salary: Rs. 75 thousand per month

Tenure: Initially for one year, extendable by one more year, subject to performance, availability of budget and programme requirements

Essential Qualifications

1. Postgraduate degree in Commerce, Finance, Management, ICWA, CA.
2. Minimum 2 years of relevant professional experience in accounts, financial administration, programme/project management, grants management, development programmes, government projects, academic institutions, or related fields.
3. Demonstrated experience in project financial management, including budget preparation, expenditure tracking, utilisation of funds, financial documentation and reconciliation.
4. Experience in maintaining project accounts, vouchers, bills, supporting documents and expenditure records, and preparing financial statements and utilisation reports.
5. Demonstrated experience in programme/project coordination, including planning, implementation, documentation, stakeholder coordination and timely completion of activities.
6. Ability to track project budgets and expenditure against approved budget heads, identify variations and prepare consolidated financial and programme reports.
7. Proficiency in MS Excel and MS Office; familiarity with accounting or financial management software will be an advantage.
8. Excellent written and oral communication skills in English and the ability to work effectively with academic, administrative, government and development-sector stakeholders.
9. Ability to manage multiple responsibilities independently, work within deadlines and undertake

field visits as required.

Desirable Qualifications

1. Experience in managing government-funded, donor-funded or grant-supported projects, including financial reporting and audit-related documentation.
2. Experience of working with government departments, public institutions, universities, research institutions or development organisations.
3. Experience in procurement-related documentation, vendor payments, reimbursements, contracts and other project-related financial processes.
4. Familiarity with government financial procedures, grant management and institutional audit requirements.
5. Experience in coordinating government-academic or other multi-stakeholder programmes, particularly those involving field implementation.
6. Experience in managing stipends, fellowships, honoraria or other programme-related financial disbursements.
7. Experience with Young Professional, fellowship, academic or capacity-building programmes.
8. Knowledge or experience of working on gender, women's livelihoods, rural development, social policy, governance or public policy programmes.
9. Knowledge of Telugu.

Last date of Receipt of Application: 15 October 2026

Interview: The eligible candidates will be communicated by e-mail to appear for the presentation and interview.

Application Fee: The application fee of Rs. 1000/- be paid online. The SC/ST/PWD candidates will be waived from the application fee if they attach the required certificate to the online application form. The women candidates are waived for payment of application fee. The application will be valid only on receipt of the application fee for those who are required to pay. Fees, once paid, shall not be refunded under any circumstances.

Other Conditions:

- The Institute reserves the right to relax the qualification of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute.
- The Institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised.
 - 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 interview.
- The post is unreserved, but candidates belonging to reserved category can apply.
- No queries or correspondence regarding 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.
- The candidate under employment must bring 'No Objection Certificate' from their employer to

appear for presentation/interview.

- No TA/DA is payable for appearing for the interview.

- In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

The candidates are requested to apply online through the link **(Apply Now)** provided along with this advertisement on the Institute's website at tiss.ac.in. The candidates are requested to take a print of the acknowledgement of the online application and keep it for future reference.

Note: The selected candidate has to join within 15 days of the selection.

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Registrar