

ADVT/TISS/PROJECT/UEA/SEPTEMBER/2026

21 September 2026

ADVERTISEMENT

Applications are invited for the following post on a purely temporary/contract basis under the TISS-UEA Action Research Project on Drowning Prevention in the Context of Climate Change, based at the TISS Mumbai Campus.

ABOUT THE PROJECT: The Tata Institute of Social Sciences (TISS), Mumbai, in collaboration with the University of East Anglia (UEA), United Kingdom, is undertaking an action research project on drowning prevention in the context of climate change, funded by the Royal National Lifeboat Institution (RNLI), United Kingdom. The project seeks to understand and reduce drowning risks associated with floods, coastal environments and other water-related hazards through a combination of research, community engagement and locally developed prevention actions. It is being implemented in Nagpur, Sangli and Sindhudurg districts of Maharashtra, in collaboration with local communities, district administrations and other relevant stakeholders. Project activities include field visits, community consultations, workshops, capacity-building, and the implementation and monitoring of locally developed drowning-prevention actions, with coordination among TISS, UEA, RNLI and district-level partners.

Name of the Post - Senior Accounts and Administrative Assistant

Number of Posts - 1

Educational Qualifications and Experience

- M.Com. or MBA in Finance with at least 55% marks or an equivalent grade on a point scale.
- Minimum 3-4 years of relevant work experience in Finance and Accounts, preferably in an academic, research, development-sector or externally funded project environment.
- Strong knowledge of accounting procedures, financial documentation, budgeting and financial reporting.
- Excellent proficiency in Microsoft Excel is essential, including the ability to organise, maintain, analyse and reconcile financial data and prepare financial statements and reports.
- Understanding of FCRA-funded grants, financial compliance and documentation requirements is desirable.
- Excellent oral and written communication skills in English; proficiency in Marathi is desirable.
- Ability to coordinate effectively with institutional administration and accounts teams, project partners, vendors and service providers.
- Ability to work independently, manage multiple financial and

administrative tasks, and meet reporting deadlines.

- Willingness to travel outside Mumbai when required.

Age Limit

Below 35 years as on 31 December 2026.

Consolidated Salary: Rs. 35,000/- per month.

Duration: **Three months, extendable subject to satisfactory performance, continuation/extension of the project grant, and requirements of the project (December 2027).**

Desired Skills, Duties and Responsibilities: The Senior Accounts and Administrative Assistant will have primary responsibility for supporting the financial and administrative management of the TISS-UEA project, including activities undertaken in Mumbai and the three project districts of Nagpur, Sangli and Sindhudurg.

The selected candidate will be expected to:

- Maintain project accounts and financial records in accordance with TISS procedures and the financial and reporting requirements of UEA and the project.
- Maintain complete and systematically organised records of all project expenditure, including invoices, bills, vouchers, receipts, payment documentation, reimbursements, advances, settlements and other supporting documents required for institutional review, funder reporting and audit.
- Maintain detailed Excel-based financial records and trackers for expenditure, budget utilisation, balances, commitments, advances and settlements, including district-wise expenditure for Nagpur, Sangli and Sindhudurg.
- Coordinate with the TISS Administration and TISS Accounts Section for administrative and financial approvals, processing of payments, advances, reimbursements, settlements, procurement requirements and other project-related administrative and financial matters.
- Coordinate with UEA as required, on budgets, expenditure, financial documentation, reporting requirements and administrative and financial matters relating to the project.
- Coordinate with project staff and district teams in Nagpur, Sangli and Sindhudurg to ensure timely submission, verification and maintenance of bills, vouchers, invoices, travel claims, advances, settlements and other documentation arising from field visits, workshops, training programmes, community meetings and other project activities.

- Obtain quotations from hotels, training venues, transport providers, travel providers and other vendors for workshops, field visits, meetings and project activities, and prepare and maintain the necessary comparative statements, approvals and supporting documentation in accordance with TISS procedures.
- Coordinate travel and logistical arrangements for project-related activities, including train, air and local travel, hotel accommodation, workshop venues and participant arrangements, with particular attention to timely train ticket bookings.
- Ensure that financial transactions and documentation comply with applicable TISS procedures and statutory requirements, including GST, TDS and relevant FCRA requirements relating to foreign grants.
- Demonstrate a high degree of accuracy, attention to detail, reliability, initiative and ability to work within deadlines.

Location: TISS Mumbai, Deonar Campus, Mumbai. The position is based at TISS Mumbai but will involve coordination of administrative and financial matters relating to project activities in Nagpur, Sangli and Sindhudurg. Travel to project sites may be required from time to time.

Application and Walk-in Interview: The **Last date for submission of application** on the email ID: UEA-TISS@tiss.ac.in is **28th September 2026 (3.00 pm)**. Interested and eligible candidates should send their updated CV. Only Shortlisted candidates will be informed by Telephone/email on 28th September 2026 to appear for a physical interview

Date of Walk-in Interview: 30 September 2026 between 2.30-5.30pm

Venue: Tata Institute of Social Sciences
Deonar, Mumbai – 400088

The exact time and venue within the campus will be communicated to eligible applicants.

Candidates appearing for the interview should bring:

- An updated Curriculum Vitae
- Self-attested copies of certificates relating to educational qualifications and work experience
- A valid photo identity proof
- Original certificates and documents for verification

Candidates currently employed should bring a No Objection Certificate from their employer, wherever applicable. The Institute may shortlist candidates based on their qualifications and relevant experience if a large number of applications are received. The appointment is purely

temporary and contractual and will be co-terminus with the requirements of the project.

IMPORTANT NOTE: The recruitment is being undertaken on an urgent basis. The selected candidate will be required to join immediately and, in any case, no later than 7 October 2026.

Brinelle D'souza
Project Leader