

Tata Institute of Social Sciences (TISS) Centre for Urban Policy and Governance
Project: Gender-Inclusive Community Driven Climate Action Plan

Advertisement for Project Staff Positions

Applications are invited for the following positions under the project Gender-Inclusive Community Driven Climate Action Plan at the Centre for Urban Policy and Governance, TISS.

1. Website Coordinator & Research Assistant

- Salary: ₹20,000/- per month
- Duration: From August 2026 for 2 years
- Tasks:
 - o Coordinate and manage project website content and updates.
 - o Assist the Project Leader in research-related work.
 - o Support preparation and publication of research articles.
 - o Provide logistical and administrative support to project activities.

2. Content Development, Proofreading and Grammatical Correction Specialist

- Salary : ₹25,000/- per month
- Duration: From August 2026 for 2 years
- Eligibility: Journalist with prior work experience in content writing and editing.
- Tasks:
 - o Develop and refine project-related content.
 - o Undertake proofreading and grammatical correction of manuscripts, reports, and communication materials.
 - o Ensure clarity, accuracy, and professional quality of all project publications.

General Information

- The positions are project-based and temporary in nature.
- Selected candidates will work closely with the Project Leader and team at TISS.
- Interested candidates may send their CV and a brief statement of interest to the Centre for Urban Policy and Governance, TISS.

Deadline for Applications: Applications will be accepted till July 31, 2026

Issued by: Prof. Manjula Bharathy Project Lead Centre for Urban Policy and Governance Tata Institute of Social Sciences

Application Format

Interested candidates are requested to submit their application in the following format along with their CV:

1. Full Name
2. Contact Details (Phone number, Email ID, Postal Address)
3. Educational Qualifications (with year of completion)
4. Work Experience (relevant to the position applied for)
5. Statement of Interest (maximum 500 words, explaining why you are interested in the position and how your skills align with the tasks mentioned)
6. Preferred Position (Website Coordinator & Research Assistant / Content Development, Proofreading Specialist)
7. Availability (from August 2026 onwards)

Submission: Applications should be sent by email to :

Manjula Bharathy

manjutou@gmail.com

with the subject line: Application for Project Staff - [Position Name].

Deadline: Applications will be accepted till July 31, 2026