



TATA INSTITUTE OF SOCIAL SCIENCES
VN 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)

ADVT/ TISS/ADMN/CETE/Dec/2024

18th December, 2024

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 54 Masters' Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 34 Bachelor of Vocational degree programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The **Centre of Excellence in Teacher Education** (bit.ly/cetewebsite), School of Education at TISS Mumbai to engage with and promote innovation in the school curriculum, teacher education, and higher education curriculum and pedagogy. The Centre incubates and promotes innovations that address the need to raise quality and standards relevant to the developing world and the innovative use of new technologies and media. The Centre was awarded the UNESCO-King Hamad Prize for Excellence in the Use of ICTs in Education in 2018. The Centre's faculty are actively engaged in research, development, teaching, field action/action research, and advocacy and offers opportunities for national and international collaboration, innovation, and excellence in teaching and research. The Centre offers MA Education, MA Education and Technology, BEd-MEd (Integrated, NCTE recognised) and Ph.D. in Education. It offers short-term, blended and online courses and programmes for teachers and teacher educators, and education administrators (www.tissx.edu). The Centre is the recipient of seed funding from the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, and the Tata Trusts and receives support from CSR and foundations to achieve its objectives.

CETE invites applications for non-teaching positions to be filled on a contract basis (Candidates may apply for multiple positions as per qualifications, experience and Interest):

Summary of the Positions:

S. No.	Non-Teaching Positions	No. of Position	Location
Senior Research Associate – Research & STP			
1.	Research and Short-Term Programme (STP)	03	Mumbai/Work from Home
Research Manager			

2.	Education Finance/Policy/Evaluation Management Studies	03	Mumbai/Work from Home
School Facilitators			
3.	School Facilitator (Part-time)	04	Mumbai

Details of positions are provided separately below.

How to apply:

Application process and interview

- Candidates are requested to fill the application form <https://bit.ly/CETE-TISS-Application-NTS-Dec2024> and after submitting the form to take a screenshot and send the same to cete.recruitment@tiss.edu If you have any questions regarding the positions, please email vijay.jathore@tiss.edu, maresh.ghule@tiss.edu and sudheer.reddy@tiss.edu.
- Candidates are requested to write the position name in the subject line of email while sharing the above-mentioned documents.
- Candidates will be informed over e-mail to appear for the Written/ Personal Interaction/ skill test to be conducted (Online / Offline) at TISS, Mumbai.

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 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 an interview.
- The post is unreserved, but candidates belonging to reserved category can apply. No queries or correspondence regarding the 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 a 'No Objection Certificate' from their employer to appear for a 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 the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).
- The job title and the number of positions might be changed and increased as per the requirement of the center's projects at the time of the recruitment process.
- After the recruitment process, only the selected candidate will be communicated by an email to join the offered post.

Last date to receive applications: 28th December, 2024

Suggested date of joining: Selected Candidates are expected to join within 15 days of their selection

s/d- Chairperson, CETE

Detailed description of the positions

Senior Research Associate – Research and STP

1. Senior Research Associate – Research & Short-Term Programme (STP) – Three positions

CETE envisages itself as a catalyst of transformation in teacher education – thereby ensuring “quality education for all”. To bring this goal to reality, it is essential to partner teachers across the country, which CETE does through in-service programs and workshop collaborations. To achieving a transformative Impact on Teacher Education, which the Centre achieves by exploring, conceptualising and defining key and innovative ideas, programmes and research. The role will report to PI/Co-PI of the project, CETE and will closely work with faculties, multiple internal and external stakeholders.

Key Responsibilities

- Participate in all stages of the research process, including and not limited to, tool design, data collection and management, compliance with ethical standards, data analysis, writing, and dissemination
- Participate in regular meetings with PI/Co-PIs, and research partners
- Work on data using STATA/SPSS/Microsoft excel and other softwares
- Coordinating with State SCERTs members to plan and implement the trainings
- Supporting course runs and management of participants in Haryana RTICT course runs and other states education institutions
- Analyse and share data with SCERTs and Faculty for the course runs
- Managing communication with participants in the whatsapp groups and coordinating with the faculty and RA of specific courses
- Facilitating the teacher professional development content through workshops/ seminars/ small group sessions/ in- person or online sessions.

Qualifications and Experience

- Post-Graduate in education, social sciences or equivalent discipline with Minimum 2 to 3 years' experience in Research & planning of large-scale, state level transformation programs in the school education sector
- Strong background in quantitative/qualitative/mixed methods research and in using software/ tools for
- Experience in working on large-scale research data sets or evaluation studies is preferred

Skills and competencies required

- Ability to multitask, prioritize, and manage time effectively
- Good communication skills- oral and written preferably in English
- Quantitative and Qualitative data analysis
- Good knowledge of STATA/SPSS/Microsoft excel and other software
- Ability to work in a fast-paced and highly demanding environment
- Proficient in digital technologies and is a user of software tools
- Physical reporting to office/ schools as per project requirement.

Duration: One Year (Extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of Rs. **60,000/- to Rs. 70,000/-** per month, all-inclusive, commensurate with qualification and years of experience.

Location: CETE, TISS, Mumbai / Work from Home

Research Manager

2. Education Finance/Policy/Evaluation/ Management Studies - Three positions

The role will work with Innovative Financing for Education team, and the faculty at CETE and assist with project management and research in the area of education finance and education policy.

Key Responsibilities

- Manage a team of researchers, ensuring quality and timeliness of research deliverables, translate findings into knowledge products, writing research proposals and grant applications
- Communicate and collaborate with various partner organisations, oversee the planning, execution, and completion of multiple research projects simultaneously.
- Ensure research projects are on track, within budget, and meet quality standards.
- Participate in regular meetings with PI/Co-PIs, and international research partners, including those happening outside working hours/other time-zones with international team members
- Support the PI/Co-PI in the administrative management of the project
- Participate and contribute to the research, teaching, outreach activities, and events of CETE, if suggested by PI/Co-PI
- Present research findings in a clear, concise, and actionable format to stakeholders and senior leadership.
- Prepare comprehensive reports, dashboards, and presentations that summarize key insights and recommendations.

Desired Profile/Skills:

- Experience and exposure to academic research management
- Knowledge of qualitative/ quantitative/mixed methods research
- Proficiency in project management tools (e.g., grant chart, dashboard, time tracking etc).
- Excellent project management skills with a track record of meeting deadlines and managing budgets.
- Strong verbal and written communication skills with experience in presenting complex information clearly.
- Ability to collaborate effectively with cross-functional teams
- Language: Excellent command of English Language and Proficiency in order to communicate with international research partners

Qualifications and Experience:

- Post-graduate in Education, Social Sciences, Economics, Development Studies, Public Policy, Statistics, or equivalent field/discipline or an equivalent degree/diploma in management studies from a reputed university
- Minimum 3-5 years' experience of working with social-development sector organizations/managing large-scale research projects, or working with diverse teams at private sector or philanthropies

Duration: One year (extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 60,000/- to Rs.70,000/-** per month, commensurate with qualification and experience.

Location: CETE, TISS, Mumbai / Work from Home

School Facilitators

3. School Facilitator (Part Time) – Four Positions

Your work will mostly be to handle the administrative task of the project along with facilitating Constructive Teaching and Learning with Technology activities with the upper primary and secondary students of MCGM Schools in M-Ward.

Key Responsibilities

- Daily visit of MCGM school (8 am to 12:30 pm)
- Tracking of all program activities
- Facilitate technology enabled lesson plan implementation and activities with students
- Facilitate computational thinking activities with students
- Plan and facilitate Inter-School LeaP-Quest/Problem based activities with students
- Facilitate school-level student camps on computational thinking
- Distribute & collect consent forms
- Conduct Baseline & Endline with students
- Visit schools and interact with HMs and teachers to orient on program when required
- Provide handholding support in lesson planning with Teachers
- Provide support in TPD activities
- Involve teachers in the TPD process and project activity
- Maintain daily activity reports

Desired Profile/Skills

- Good written and verbal skills, is comfortable in English, Hindi and preferably Marathi, is self-motivated and dynamic and a team player with multi-tasking abilities
- Knowledge of working on collaborative application like google sheet
- Knowledge in computational thinking
- The ability to work collaboratively
- Experienced in or desire to learn Ed-Tech tools and application
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Qualification: Graduation in any discipline

Experience: 1-2 years' experience working in similar roles preferably for Education Institutions

Duration: One year (extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 14,000/- to Rs. 15,000/-** per month, commensurate with qualification and experience.

Location: CETE, TISS, Mumbai.

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