



## TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

TISS/ADVT/CEIAR /March 2016

### Non-Faculty Positions at the Centre for Education Innovation and Action Research (CEIAR)

The Tata Institute of Social Sciences (TISS) which was established in 1936 is a Deemed University fully funded by the University Grant Commission (UGC), Government of India. The TISS offers 54 Master Degree Programmes in a range of Socially relevant inter-disciplinary of Social Work, Social Sciences, Health, Management, Labour Studies and Habitat Studies from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme. The degree of freedom and autonomy shaped the positive work ethos and creativity in the Institute. The TISS offers a very challenging but fulfilling academic environment and opportunities to practitioners committed to creating a just society through education, generation of knowledge and field action and invites interested persons located within and outside India to apply for the following positions at the Centre for Education Innovation and Action Research (CEIAR).

The **Centre for Education Innovation and Action Research (CEIAR)** is a new Centre at TISS Mumbai which is being established to engage with and promote innovation in school curriculum, teacher education and higher education curriculum and pedagogy. The Centre will incubate and promote innovations that will address the needs of India education and relevant to the developing world, and the innovative use of new technologies and media to raise quality and standards. Towards this the Centre will collaborate and engage with research, development, teaching and field action.

The **Connected Learning Initiative (CLIX)** is an innovative field action programme being launched by the CEIAR, to improve the professional and academic prospects of high school's students from underserved communities in India. CLIX incorporates thoughtful pedagogical design and leverages contemporary technology, including online capabilities, to provide quality educational content and experiences at scale. It embraces a clear focus on the areas of Mathematics, English and Science along with the development of Values and professional competencies to widen opportunities for Indian youth, enabling them to be successful in further academic studies or in the workforce, as well as prepare them for life-long learning. Teacher education is an integral part of the initiative with a view on capacity building. The initiative aims to reach a total of approximately 1,000 schools and 150,000 students and 3000 teachers in at least 3 states between 2015–2018. CLIX involves partnerships and collaborations with research and development institutions, and state governments. (Click here for additional information about the programme <https://clix.tiss.edu/>.)

### Vacancies: Non Faculty Positions

Non Faculty appointments to the CEIAR will be on contract initially for a period of two years which may be extended for an additional one year based on performance, review and need.

S. N.	Positions	No. of posts	Location	Duration
I.	Production/Project Manager for English, Mathematics and Teacher Professional Development	Three	Mumbai	Two year
II.	Research Associate/ Post-Doctoral Fellows for English, Mathematics and Teacher Professional Development.	Four	Mumbai	Two year
III.	Field Technologist- Implementation site	Two	One each for	Two year

			Telangana and for Chhatisgarh.	
IV.	Field Support Person (FSP)- Implementation Team	Eight	Five positions for Chhatisgarh; three positions for Telangana.	Two year
V.	Assistant Media Producer	One	Mumbai	Two year

## Job Descriptions

### I. Production/ Project Manager (English, Mathematics and Teacher Professional Development (TPD)): Three positions.

The Production/Project Manager will be expected to assist the domain group - English, Mathematics and TPD in development of their curricular resources to be released for use by students and teachers. The person should have an interest in/knowledge of the relevant domain area and designing and developing resources to enhance learning by students and teachers fulfilling the goals of the CLI. Knowledge of production and ability to coordinate and manage timelines and resources and or willingness to learn and be mentored in these areas is essential.

#### Key Responsibilities:

- Oversee the development of media, digital and print content.
- Manage development and production timelines, budget and resource allocation and work closely with the domain team and the executive producer in planning and completing these tasks and estimating effort required to complete tasks on time
- Assist in preparation of presentations and documents for internal as well as external communication
- Coordinating hiring if additional resources are required.
- Periodically checking work completed, identifying effort overruns and communicating it to the team lead/producer

#### Qualifications:

Applicants must be graduates/ post-graduates in any area including social sciences and education, sciences, languages, management studies, media studies, development studies.

#### Experience:

- Experience of independently handling the tasks with tight deadlines with attention to details.
- Desirable: Two to three years of working on media production or in education programmes.

#### Skills and competencies required

- Ability to meet deadlines and work on a range of production task
- Proficiency in handling spreadsheets.
- Ability to read/write/communicate in English, Hindi and any other local language.
- Should be excited about content creation.
- Ability to work in a diverse team and on the field from time to time.

#### Remuneration:

Starting at Rs 35,000 per month. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

**Location:** Mumbai

## **II. Research Associate/ Post-Doctoral Fellows for English, Mathematics and Teacher Professional Development: Four positions.**

The person will be expected to assist the domain group- English, Mathematics and TPD

### **Key Responsibilities:**

- Assist all aspects curriculum designers in ideation and creation of content and assessment for students and for teachers.
- Creation and curation of relevant 'Open Source' resources for student and Teacher Professional Development courses being offered by CLIX and help building and sustaining teacher communities within the larger CLIX ecosystem using technology effectively
- Coordinate with State Implementing Teams on various aspects of course delivery (technical, pedagogical and research) and travel to field sites for piloting and implementation.
- Drafting and writing reports, literature reviews, sourcing and indexing research papers.

### **Qualifications:**

Applicants must be post-graduates in Education (with teacher professional development), English, /ELT, Mathematics.

### **Experience:**

- Two to three years of relevant experience of having worked on research projects and/or teaching experience.
- Experience of independently handling the tasks with tight deadlines with attention to details.
- Good writing skills with prior experience in preparing lesson plans, research reports, etc.

### **Skills and competencies required:**

- Ability to meet deadlines and work on a range of production task
- Ability to read/write/communicate in English, Hindi and/or Telugu
- Teaching experience in middle/high school and/or a degree in ELT

### **Remuneration**

Starting at Rs 40,000/- per month. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

**Location:** Mumbai

## **III. Field Technologist – Implementation site: Two positions: one each for Telangana and for Chhatisgarh.**

The person will provide technological support to CLIX implementation partners to resolve technology challenge on the field and enable smooth functioning of the learning labs.

### **Key Responsibilities:**

- Provide support to state implementation partners to identify technical challenges and resolve them.
- Ensuring the smooth maintenance of the learning labs in all the schools. Which would involve learning in depth the technicalities of the systems from the CLIX Technology group and disseminating the knowledge to the Field support personnel.
- Ensure smooth functioning of hardware and software in the learning labs across schools and partners agencies
- Provide technical support to implementation team in conducting workshops or larger roll outs.
- Provide support to the curriculum and research team in testing and gathering data for their latest developments

- Communicate directly with vendors to manage equipment support.
- Communicate with the state agencies (SCERT, RMSA etc.) in technical matters to pass information or resolve issues pertaining to CLIX

**Qualifications:** BE/ B Tech (Computer Science/IT/Electronics) or BCA

**Experience:** 2-3 years of experience in IT or Computer Science related fields

**Skills & Competencies Required:**

- Candidate must have a proven track record of data management and information management.
- Must have good written and oral communication skills
- Must have ability to work with a wide range of software and operating systems. Identifying, debugging and troubleshooting issues will be essential.
- Must have the ability to work with a wide range of computer hardware

**Remuneration:**

Starting at Rs. 30,000/- per month. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

**Location:** One for Telangana and One for Chhatisgarh

**IV. Field Support Person (FSP) - Implementation Team: Eight positions: Five positions for Chhatisgarh; three positions for Telangana.**

The person will provide support to State Implementation Team and enable smooth implementation of CLIX project in the respective districts.

**Key Responsibilities and related skills:**

- Solve problems on the field
- work with school teachers and teacher networks
- use technology to build networks, connect people and provide the required support to teachers and schools.
- work with students within the geographical region.
- Enhance digital literacy knowledge of users, participate and support course delivery,
- Ensure functionality of ICT and Science labs

**Qualifications:** Bachelors' or equivalent degree, preferably B.Sc. (Mathematics, Physics, Chemistry, Biology, ICT/BCA/BTech). Additional masters in social works, education or social entrepreneurship will be an advantage.

**Experience:** 2-3 years of experience in the related field

**Skills & Competencies Required:**

- Candidate must have a proven track record of data management and information management.
- Must have good written and oral communication skills
- High level of fluency in the local language (Telugu)
- Working knowledge of Word Processor, Spreadsheet, and Presentation

**Remuneration:**

Starting at Rs 25,000/- per month. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

**Location:** Chhatisgarh, five positions (Bilaspur/Dhamtari/ other district); Telangana: three positions (Rangareddy/Karimnagar/Warangal)

## **V. Assistant Media Producer: One position**

The person would be assisting the media production team at CLIX.

### **Key Responsibilities & Skills**

- Editing of videos in Final Cut Pro
- Assisting in audio/video production (shooting and scripting)
- Making sure that footage is archived timely
- Working with a design software (like Photoshop, Illustrator, etc.) to design posters, brochures and other visual print media
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**Qualifications:** A Master's degree in film production/mass communication/mass media/or similar courses.

**Experience:** Fresher's can apply. One or two years of experience in media production would be preferred.

### **Skills & Competencies Required:**

- Ability to meet deadlines
- Ability to work in a diverse team and on the field from time to time.
- Must have good written and oral communication skills

### **Remuneration:**

Starting Rs. 30,000/- per month. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

**Location:** Mumbai

**Last date of Receipt of Application: Now has been extended to 20<sup>th</sup> April 2016 (online application only).**

**Interview:** The eligible candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted at Mumbai in the first week of May 2016.

**Application fee:** The application fee of Rs. 500/- be paid on-line. For SC/ST/PWD candidates the fee is not applicable. 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 not fill up the vacancies 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.
- 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 institute reserves the right to relax qualification of the candidate based on the work experience.
- No TA/ DA is payable for appearing for the interview.

**The candidates are requested to apply online through the link (Apply now) provided alongwith this advertisement on the Institute's website [www.tiss.edu](http://www.tiss.edu).**

The candidates are required to take a print of acknowledgement of online application and keep it for future reference.

**Registrar**