



TATA INSTITUTE OF SOCIAL SCIENCES
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TISS/ADVT/PROJECT/HYD/May 2018

Recruitment for four positions in the Early Literacy Project at the Hyderabad campus of the Institute

The Early Literacy Initiative (ELI) is a project anchored in the Azim Premji School of Education at the Tata Institute of Social Sciences, Hyderabad. ELI seeks to impact the understanding and practice of Early Language and Literacy in India. The overall objective of the initiative is to build capabilities of individuals and institutions to work for early literacy in the country given the widely acknowledged and urgent need for intervention in the area. The project operates at multiple sites – Hyderabad, Bengaluru, Kolkata and Goa. The activities of the project are supported by the Tata Trusts.

Applications are invited for the following **four project positions** to be filled on contract basis for a period of 19 months (June 2018 – December 2019):

1. Research Assistant (Telugu Language Intervention)
2. Research Assistant (English Language Intervention)
3. Research Assistant / Consultant (Socio-historical Study)
4. Finance & Administrative Assistant

Interested candidates may send in their CVs with covering letter justifying their suitability for the position to eli@tiss.edu by **25th May 2018**. A candidate may apply for more than one position. The position applied for should be clearly mentioned in the subject line of the mail.

Position 1. Research Assistant (Telugu Language Intervention)

The candidate is expected to work on the Telugu language intervention programme as part of the Action Research to improve Early Literacy in Grades 1 and 2 in Telangana Schools. She/he will also contribute to the work of the Blog and Dissemination team of the ELI, as described below.

Responsibilities

- Will work closely with the Study lead in designing, planning and implementing the Telugu intervention programme.
- Will actively participate in the dissemination and advocacy efforts of ELI which would include working on the maintenance and effective running of the ELI Website, Blog and key social media spaces of ELI.
- Will also actively support the team in generating hand-outs and other relevant material that would be suitable for larger dissemination.

Qualifications

- A Master's degree in Education/Social Sciences. Interest in, and knowledge of, early language and literacy would be highly desirable.
- 0-2 years of experience in Teaching/NGO/Research spaces with some experience in the field of education.
- Fluency in speaking, reading and writing Telugu.
- English writing and communication skills as well as good academic reading and writing skills.
- Ability to work cooperatively as a team member and to contribute to the ongoing activities of ELI.

Place of Employment: Hyderabad.

Remuneration: In the range of Rs.30,000 – Rs.35,000/- per month depending on the experience of the candidate.

Position 2. Research Assistant (English Language Intervention)

The candidate is expected to work on the English intervention programme as part of the Action Research to improve Early Literacy in Grades 1 and 2 in Telangana Schools. She/he will also contribute to the work of the Blog and Dissemination team of the ELI, as described below.

Responsibilities

- Will work closely with the Study lead in designing, planning and implementing the English intervention programme.
- Will actively participate in the dissemination and advocacy efforts of ELI which would include working on the maintenance and effective running of the ELI Website, Blog and key social media spaces of ELI.
- Will also actively support the team in generating hand-outs and other relevant material that would be suitable for larger dissemination.

Qualifications

- A Master's degree in Education/Social Sciences. Interest in, and knowledge of, early language and literacy would be highly desirable.
- 0-2 years of experience in Teaching/NGO/Research spaces with some experience in the field of education.
- Excellent English writing and communication skills as well as good academic reading and writing skills.
- Experience with handling social media would be a plus.
- Ability to work cooperatively as a team member and to contribute to the ongoing activities of ELI.

Place of Employment: Hyderabad.

Remuneration: In the range of Rs.30,000 – Rs.35,000/- per month depending on the experience of the candidate.

Position 3: Research Assistant/Consultant for Socio-Historical Study

Applications are invited for the recruitment of a Research Assistant/Consultant for the Socio-historical Study of Early Language and Literacy Instruction in Colonial India. The project focuses on understanding the teaching of early language in Madras Presidency. The duration of the job for this particular position is from October 2018 - December 2019. However, interested candidates should apply by the given deadline, i.e. 25th May 2018, so that screening and shortlisting can proceed without delay.

Nature of Position: Either full-time, or half-time, depending on qualifications and experience level of candidate.

Responsibilities

- Will work closely with the Project Lead in conducting the research study, which would include conducting archival work in search of primary and secondary sources.

- Will take the responsibility to report findings on a regular basis in consultation with the project lead.
- Will contribute actively to analysis and dissemination of project findings.

Qualifications

- An M.A./M.Phil degree in Educational/Social Sciences/History. A Ph.D. scholar with a background and focus on History and an interest in early language and literacy would be highly desirable.
- Experience with conducting archival work.
- A minimum of 3-4 years of experience in conducting a study or research and reporting of the same.
- Excellent English writing and communication skills as well as academic reading and writing skills.
- Basic fluency in Tamil and/or Telugu would be highly desirable.
- Ability to work cooperatively as a team member.

Location of Job: Bangalore, Chennai, Hyderabad or Delhi.

Remuneration: In the range of Rs.30,000 – Rs.35,000/- per month depending on the experience of the candidate.

Position 4. Finance & Administrative Assistant

The candidate is expected to handle the finance and administrative work involved in the project. She/he will also contribute to the related work of the institute as described below.

Responsibilities

- Will work closely with the Project Director to support the financial and administrative requirements of the project at its multiple sites.
- Will work closely with the Finance and Administrative section of TISS Mumbai to facilitate different aspects of the project as required from the TISS Hyderabad campus.
- Will assist the Finance and Administrative team at TISS Hyderabad.

Qualifications

1. The candidate must have a degree in Inter-CA/CWA or MBA and at least two years of work experience in handling finance and administration related aspects.
2. Good administrative skills in order to manage the work of the project.
3. Good budgeting and accounting skills.
4. Excellent communication skills and proficiency in WORD, EXCEL and related software programmes would be an added advantage.

Place of Employment: Hyderabad.

Remuneration: Rs. 25,000/- per month.

Project Leader