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/CEI&AR /November 2018   16th **November 2018**

Non-faculty positions at the Centre for Education Innovation and Action Research (CEI&AR)

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 46 Master Degree Programmes in a range of Socially relevant inter-disciplinary studies in Social Work, Social Sciences, Education, Health, Management, Labour Studies and Habitat Studies from its Mumbai, Tuljapur, Guwahati and Hyderabad Campuses. It has a strong M.Phil/Ph.D programme a high degree of freedom and autonomy shape 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 an Independent Centre at TISS Mumbai which was established in 2015 to engage with and promote innovation in school curriculum, teacher education and higher education curriculum and pedagogy. The Centre incubates and promotes innovations that address the needs of India education to raise quality and standards and relevant to the developing world, and the innovative use of new technologies and media. The Centre is 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's flagship action research programme, the Connected Learning Initiative (CLIx), is focussed on the *development of and use of technology and new media in school curriculum and teacher professional development*. CLIx was awarded the UNESCO-King Hamad Prize for the Use of ICTs in Education (2017 edition)- wwwclix.edu. Programmes and initiatives leading to excellence in teacher education are currently under development including research institutional strengthening, inclusion, and in-service and pre-service teacher education.

The Integrated approach to Technology in Education (ITE) is a pedagogic framework for integrating technology in teaching and learning. It was first piloted in rural learning centres in East India in 2012. ITE provides children an opportunity to authenticate their learning at school using technology, while imparting crucial technological skills that are fast becoming requisites in the 21st century. The Tata Trusts' ITE program is being implemented across seven states through 18 partners and direct project units. The geographical areas of the program are mainly resource poor, such as in tribal inhabited areas in Eastern and North Eastern States or in urban slums in Maharashtra and West Bengal. The program runs in supplementary learning centres, Madrassahs and public schools. ITE's objectives include bridging the digital divide; fostering digital citizenship, creating an active interest for learning; fostering Higher Order Thinking Skills and significantly improving pedagogies and learning processes. Technology is embedded in the teachers' lesson plans and pedagogy. The teacher designs learning activities and students use technology to construct their own learning. Technology is used as a tool, rather than as an end itself. In the year 2016, the resource support of ITE has been assigned to CEIAR at TISS. The resource support involves capacity building, programmatic improvement and research support. It will also include managing ITE certificate program for ITE partners at TISS. For more information, please visit http://tatatrustsite.org/

Applications are invited for various senior and junior **non-faculty positions** under various projects of the Centre.

The initial appointments will be on contract basis till 31st March 2019, which may be extended for one more year based on performance, review and need of the project. All the positions will be at the Centre in Mumbai Campus of TISS.

The ITE Research and relationship manager position is Mumbai based and will be on contract basis till 31st August 2019.

S.No	Positions	No. of positions	Salary per month (INR)	Application fees payable
Administration				
1	Senior Finance and Admin Manager	One	85,000- 1,00,000	Rs. 1000
Technology				
2	Senior software Developer	One	60,000 -70,000	Rs. 1000
3	Junior Data Engineer	One	25,000 -35,000	Rs. 500
4	Research and relationship manger	Two	40,000 -52,000	Rs. 500

The job description of each position is given below.

Last date of Receipt of Application: 2nd December 2018 (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 by **the mid December 2018.**

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

Project Leader

Job description

Senior Finance and Admin Manager

The person will be expected to handle /supervise the accounting & administrative matters and interact with TISS accounts for submission/release of funds

Key Responsibilities:

- Responsible for Complete maintenance of Accounts / Day to Day Accounting of expenses, cash and bank and petty cash.
- The person will ensure that effective management systems are in place for the programme to continuously adapt and improve.
- Preparing of MIS, Budget, monitoring of CLIx and partners accounts, cash flow statements and projections
- The person will be responsible for administering the funds according to the approved budget and report effectively to the donor, in consultation with the Programme Director.
- The person will perform any other task as assigned by the Programme Director.

Qualifications and Experience:

Commerce Graduate / Post Graduate in management / CA and 5 Years of Post Qualification Experience in Account Reconciliation and Bank Reconciliation.

Skills and competencies required:

- Working knowledge of Tally ERP 9

- Knowledge of GST and Income Tax.

- Strong people management skills, ability to monitor multiple streams of work and co-ordinate staff
- Highly motivated; strong analytical skills and ability to work under pressure
- Good verbal and written communication skills and liaison with finance for mapping the BLI of CLIx budget with TISS accounts

Remuneration:
The gross monthly remuneration for the position is Rs. 85,000 to 1,00,000 per month or higher, commensurate with qualification and experience.

Location: Mumbai, with frequent travel to implementation sites.

Senior Software Developer (full stack): One position

This person will lead the developer team in design, development and support of wide range of learning platforms and tools in open source environment.

Key Responsibilities:

- Full stack development, enhancement and maintenance to student learning platform.
- Lead and guide the developer team in life cycle aspects of UI/UX, middleware and backend of the student delivery platform and tools from requirement phase to design, development, delivery and support.
- Enhance existing and develop new APIs for the platform and ensure open service interface definitions are complied. We are moving towards microservices architecture where APIs are at the core.
- Follow SDLC model to gather, analyse and do feasibility-analysis of requirements.
- Collaborate with other open source platforms and plan for integration and interoperability as decided by the CLIx leadership.
- Working closely and proactively in close collaboration with various subject domain and research teams.
- Handholding and leading Interns from time to time - who could be part of independent programmes.
- Creating and maintaining comprehensive project documentation.

Skills & Competencies Required:

- Proven record of working on open source web frameworks such Python django, foundation CSS, Bootstrap.
- Strong understanding and experience of front-end technologies and frameworks in HTML, CSS, SAAS, JS, react and responsive design.
- Expertise with NoSQL and graph databases including mongoDB, neo4j, PostgreSQL and comfort with SQL.
- Proficiency with bash/shell scripting.
- Strong understanding and experience of restAPI, CRUD API and openAPI frameworks.
- Experience with Opensource modes of development – on Linux variants, github/gitlab, docker.
- A flair for developing Educational technologies, eye for details, giving primacy to user experience, willingness to learn and passion to develop innovations for learners are some of the essential personality traits.

Qualifications:

- BE/BTech/ME/MTech/MCA with computer science/information science/information technology or any other computer science related field.
- Minimum 3 years of relevant experience in a software industry with at least one year of full stack development.

Remuneration:

Gross monthly remuneration for the position will be between Rs. 60,000 and 70,000/ per month or higher, commensurate with qualification and experience.

Location: Mumbai (may involve traveling to the intervention states)

Junior Data Engineer – One Position

This person will work with research and technology teams at the overall centre level for educational data processing, analysis, visualization, documentation and reporting.

Key Responsibilities:
- Closely work with data scientist to plan, design and execute data-driven educational research.
- Strong grounding in qualitative, quantitative and mixed method analysis.
- Work with various stakeholders to bring cohesion in data-driven educational research being pursued through various interventions at the centre.

Skills & Competencies Required:
- Ability to perform hands-on data analysis and modeling with huge data sets.
- Proficiency in working with the following technology stack:
  - Statistical analysis/modeling: Python, R, Shell scripting
  - Database/query language: NoSQL(MongoDB, Neo4j), SQL
  - Comfortable in Linux environment.
  - SPSS, STATA and other ETL Tools.
- Experience with html, CSS, JavaScript, and jQuery will be plus.
- Expertise in using advance functions, features and Macros in spreadsheet.
- An aptitude and interest in research in the social sector, relevance of big data for developmental and educational purposes will be desirable as well.

Qualifications:
- A bachelor's or higher degree in computer science/engineering or in statistics.

Experience: 1-3 years of experience

Location: Mumbai

Remuneration:
Gross monthly remuneration will be between Rs. 25,000 and 35,000/ per month or higher, commensurate with qualification and experience.

Research and Relationship Manager- Two Positions

The person will manage research dissemination, raise funds and build partnerships to spread TISS Teacher Professional Development within ITE context.

Key Responsibilities:

- Disseminate Research and Publications

- Build partnerships and raise funds for the resource centre

- Conduct field research and write reports

- Communicate with teachers and partners for all research related matters

- Communicate efficiently with partners and potential funders

- Organize showcase events

Qualifications: Masters' degree in business, marketing or education

Experience: 5 years of experience working with marketing or education partners.

Skills & Competencies Required

- Good written and spoken English and clear communication

- Belief in student centred learning and constructivist pedagogy in education and use of technology in education

- Ability to communicate and follow-up with partners

- Ability to travel in remote and rural pockets.

- Attitude and skills to work with tribal and minority institutions like madrasas and Ashram schools.

- Hard working, committed and flexible

- Knowledge of student-centred technology applications and basic technology in education programs in the country.

Remuneration: Gross monthly remuneration for the position will be between 40000 to 52000 per month, commensurate with qualification and experience.

Location: Mumbai