



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT/ TISS/ADMN/CETE/October/2021

11th October 2021

The **Tata Institute of Social Sciences** (www.TISS.edu), established 1936 is a deemed to be University, fully funded by the University Grants Commission, Government of India. TISS is a Grade I University with NAAC score of 3.89/4 and NIRF 2020 rank of 34 among Indian Universities and 57 overall. With campuses at Mumbai (main) and off-campuses at Tuljapur, Guwahati and Hyderabad, TISS offers over 50 Post Graduate programmes, 18 Doctoral programmes, and 3 Under Graduate programmes in a range of socially relevant interdisciplinary and applied social science disciplines, and over 30 BVoc 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 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 (CETE)** (formerly Centre of Education, Innovation and Action Research) 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 need to raise quality and standards and 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 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 offers MA Education, BEd MEd (Integrated, NCTE recognised) and PhD 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 active in research and is engaged in collaboration with national and international academic institutions. The Centre is 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.

Applications are invited for Non-teaching positions under CETE of the Centre, in TISS Mumbai Campus.

Summary of Position (All positions are on contract basis):

Non -Teaching			
S. No.	Position	No. of Position	Location
1.	Consultant - Nepal Operations	1	Kathmandu/Delhi/Mumbai
2.	Research Manager	1	Bengaluru
3.	Research Associate	1	Mumbai / Bengaluru
4.	Teacher Professional Development Lead	1	Mumbai
5.	Field Coordinator	1	Mumbai
6.	Senior Finance and Admin Manager	1	Mumbai

Detail of position is provided below.

How to apply:

Application process and interview

1. Candidates are requested to apply online through the link **(Apply now)** provided along with this advertisement on the Institute website www.tiss.edu.
2. Candidates are required to take a print of acknowledgement of online application and keep it for future reference.
3. Short-listed candidates will be informed over e-mail to appear for the online interview.

Application fee: The application fee of Rs 1000/- to be paid online. The SC/ST/PWD candidates are required to pay fees of Rs. 250/- if they attach the required certificate to the online application form. The women candidates are waived from the payment of application fees. 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 relax 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 for 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 interview
- The post is unreserved, but candidates belonging to reserved category can apply 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 candidate under employment must bring 'No Objection Certificate' from their employer to appear for 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 appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s)

Last date to receive applications: 25nd October 2021
Tentative dates for interview: 28th October to 30st October 2021
Suggested date of joining: As early as possible

s/d- Project Leader

Detailed description of the position

Non-Teaching (Project Positions):

1. Consultant - Nepal Operations (1 Position)

The Consultant, Nepal Operations will be responsible for end-to-end management of the deliverables related to the training programme and supporting research activities for Nepal. He/she will work in close coordination with the TISS team to fulfill the objectives of the programme. The consultant will report to the Lead Investigator from TISS. The Consultant will work closely with a research manager/associate.

Key Responsibilities

❖ Planning and Development

- Attend Capacity building workshop on the design and development of the training programme
- Manage all processes related to the delivery of specific adaptive elements of a course module for the programme
- Liaise with Adaptation team (AT) members and TISS team
- Develop timelines and processes drawing from the overall plan of the training programme
- Contribute to the development of Standard Operating Procedure for the programme

❖ Implementation

- Steer the contextualisation process for roll out of programme by curating content/examples relevant to Nepal
- Manage selection process and onboarding of fellows
- Continuous Support to Nepal fellows for completion of course
- Manage and contribute to Communities of Practice with fellows
- Contribute to improve course delivery and coordination between Academic Mentors and Fellows
- Observe the fellows' workshops with Teachers

❖ Research and Knowledge Management

- Facilitate research activities and contribute to publications, as per need
- Document relevant aspects of challenges/best practices observed during the roll of the course
- Mentor and Support fellows to refine/complete Action research report
- Contribute to development of case studies (relevant to the region or a theme) and compilation of Compendium of fellows' Action research reports.

❖ Reporting and Monitoring

- Ensure the collection of data / insights for overall M&E purposes
- Contribute to IDRC/Consortium reporting requirements pertinent to training programme
- Supervise the fellow's cohort and contribute to timely reports as per requirement.
- Contribute to writing blogs/experiential accounts of project activities

Qualifications and Experience

- PhD in Education/Allied fields in social sciences and related field with 8 years of experience OR Masters in Education/Allied fields in social sciences with 10 years of experience in working as a / with Teacher Educators and Teachers
- Familiarity with pedagogy and practices of Teacher professional Development
- Experience of using tools to manage learners and learning management systems
- Ability to leverage technology for work such as use of Google Drive, Learning Management Platforms such as Google Classroom, Edx, etc.
- Ability to capture insights from learners' experience and support their requirements
- Knowledge of curriculum and pedagogies for teacher education/TPD/Action research/ Tools and techniques for distance teaching and learning etc
- In depth knowledge of policies, historical and contemporary practices and trends in Teacher professional development and Teacher Education in Nepal
- Excellent writing and communication skills
- Ability to handle tasks independently and meet deadlines.

Skills and competencies required

- Management experience of CoPs and experience of working with government functionaries / academic experts and/or in development agencies in /for Nepal or similar contexts
- Excellent command of English Language and Proficiency(desirable) in Nepali Language

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

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 70,000/- to 85,000/-** per month, commensurate with qualification and experience.

Location: Kathmandu / Delhi / Mumbai

2. Research Manager (1 Position)

The Research Manager will closely work with the Research team at TISS to fulfill the research objectives of the project and produce relevant research outputs as per the work plan.

Key Responsibilities

- Design and participate in workshops on research activities for research studies
- Contribute to Landscape Mapping Study through conducting secondary literature review, gathering relevant policy documents and managing interviews of KIIs
- Contribute to design and development of a Mixed methods Study for all three countries
- Source and index research reports and publications
- Assist and contribute to data gathering, data management and analysis for the two studies
- Assist in implementation of research tools
- Provide contextual support for iterations in research design and tools
- Support and Draft, write reports and literature reviews for sections on all three countries
- Manage all data and documents pertaining to the assigned section in research studies
- Contribute to compiling the Compendium on Action research studies and Guidelines on Distance Teaching-Learning
- Participate in all meetings pertaining to research activities
- Collaboratively present insights/summaries of research outputs as and when required or at conferences /symposiums
- Liaise and coordinate with research team members at TISS and other teams
- Contribute to writing blogs/experiential accounts of research activities
- Assist in any additional research and writing assignments

Qualifications and Experience

- PhD in Education and related field with 8 years of experience OR Masters in Education/Allied fields in social sciences with 12 years of experience in conducting research on TPD/TE/ Teaching-Learning
- Familiarity with research on pedagogy and practices of Teacher professional Development
- Experience of using research tools of quantitative and qualitative nature
- Ability to capture insights from learner data on LMS/CoP/observations of workshops
- Knowledge of research methodologies on curriculum and pedagogies for teacher education/TPD/Action research/ Tools and techniques for distance teaching and learning in South Asia
- Ability to handle tasks independently and meet deadlines.
- Knowledge of data analysis, drafting research papers and reports and a range of production tasks.
- Excellent communication and writing /drafting skills

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

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 70,000/- to 72,000/-** per month, commensurate with qualification and experience.

Location: Bengaluru

3. Research Associate (1 Position)

The Research Associate will closely work with the Research team at TISS to fulfill the research objectives of the project and produce relevant research outputs as per the work plan.

Key Responsibilities

- Participate in workshops on research design for research studies
- Contribute to Landscape Mapping Study through conducting secondary literature review, gathering relevant policy documents and managing interviews of KIIs
- Contribute to a Mixed methods Study for sections specific to Nepal
- Source and index research reports and publications
- Assist and contribute to data gathering, data management and analysis for the two studies
- Assist in implementation of research tools
- Provide contextual support for iterations in research design and tools
- Draft, write reports and literature reviews for sections specific to Afghanistan/Maldives
- Manage all data and documents pertaining to the assigned section in both the studies
- Contribute to compiling the Compendium on Action research studies and Guidelines on Distance Teaching-Learning
- Participate in all meetings pertaining to research activities
- Collaboratively present insights/summaries of research outputs as and when required or at conferences /symposiums
- Liaise and coordinate with research team members at TISS
- Contribute to writing blogs/experiential accounts of research activities
- Assist in any additional research and writing assignments

Qualifications and Experience

- PhD (desirable) in Education and related field OR Masters with 5 years of experience in conducting research on TPD/TE/ Teaching-Learning,
- Familiarity with research on pedagogy and practices of Teacher professional Development in Nepal
- Experience of using research tools of quantitative and qualitative nature
- Ability to capture insights from learner data on LMS/CoP/observations of workshops
- Knowledge of research methodologies on curriculum and pedagogies for teacher education/TPD/Action research/ Tools and techniques for distance teaching and learning etc
- Ability to handle tasks independently and meet deadlines.
- Knowledge of data analysis, drafting research papers and reports and a range of production tasks.
- Excellent communication and writing /drafting skills
- Experience of contributing to research on TPD, TE and Teachers in Nepal/South Asia

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

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 45,000/- to 55,000/-** per month, commensurate with qualification and experience.

Location: Mumbai / Bengaluru

4. Teacher Professional Development Lead (1 Position)

The role will plan and implement teacher activities as part of continuous teacher professional development in constructive use of technology in education in the large education field action and online projects.

Key Responsibilities

- Design and implement teacher activities for continuous teacher professional development in constructivist use of technology in teaching and learning for large education field action and online projects
- Manage and coordinate with the funders and government departments for implementation of the teacher activities in the proposed geographies
- Participate in field visits to implement school-level and community-level project related activities
- Manage teacher data related to online certificate and digital badge courses (surveys, assignment records, teacher enrolment etc.)
- Participate in research related work (for both teachers and students)
- Prepare project related reports and other documentations
- Lead the team of consultants conducting teacher professional development
- Actively manage teachers' CoP groups
- Maintain good relationship with teachers
- Conduct large assessments of 300 plus teacher assignments

Qualification and Experience

- Master degree in Humanities or Education with 55% percentage
- 10 years' work experience in humanities or education, out of which 5 years have been spent in teacher training in both F2F and online modes

Desired Profile/Skills

- The ideal candidate should have good written and verbal skills in English, competent in speaking and writing in Hindi and one other regional language, is self-motivated and dynamic and a team player with ability to multi-task and manage multiple projects and courses. Knowledge of design and publishing software is an added advantage
- Ability to manage online platforms and learning management systems
- Work will extend in evening and weekend considering the needs of the stakeholders

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

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 72,000/- to 75,000/-** per month, commensurate with qualification and experience.

Location: Mumbai

5. Field Coordinator (1 Position)

The role will plan, implement and manage regular school-level and community-level activities for both teachers and students related to constructivist use of technology in education, and liaison with government officials for smooth functioning of the field education project.

Key Responsibilities

- Regular visit of Mumbai Municipal and other schools in the project
- Tracking of all project activities
- Coordinate technology enabled student centered activities and computational thinking activities with students
- Co-facilitate Inter-School Web-Quest/Problem based activities with students
- Assist in conducting the Digital Badge course for students and teachers on computational thinking
- Coordinate with Teachers, school headmasters across 100 schools
- Collect and document daily report from the field
- Manage and Keep Track of Technology devices taken and used in the field
- Organize weekly meeting with team and update weekly progress to team leader
- Regular coordination with principals, EO, AO and other related officials of the Mumbai Municipal and other authorities
- Lead a team of interns and consultants
- Ability to work with communities in lower resourced areas
- Multi task and work as per the timings required by the project

Qualification and Experience

- Master degree in Education
- 3-5 years' experience working in similar roles preferably for Education Institutions

Desired Profile/Skills

- The ideal candidate has excellent written and verbal skills in Marathi and Hindi, is comfortable in English, is self-motivated and dynamic and a team player with multi-tasking abilities
- Knowledge of working on collaborative application like google sheet is a must. Having knowledge in computational thinking will be an added advantage

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

Remuneration: Gross monthly remuneration for the position is in the range of **Rs. 40,000/- to 45,000/-** per month, commensurate with qualification and experience.

Location: Mumbai

6. Senior Finance and Admin Manager (1 Position)

The role will manage all the finance & administration work with the core team of centre and coordinate with main Finance and Accounts Section and various other sections of the institute.

Key Responsibilities:

- Responsible for preparing budgets for various proposals.
- Responsible for complete maintenance of Accounts / Day to Day Accounting of expenses, cash and bank. Handling of 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 all grants/projects and partners accounts, cash flow statements and projections
- The person will ensure that effective fund management and utilisation systems are in place for the projects to continuously adapt and improve.
- Liason with auditors for getting the grants utilization certificates.
- 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.
- The person will be expected to handle/supervise the financial planning, accounting & administrative matters and interact with TISS accounts for submission/release of funds

Qualifications and Experience:

- **Bachelor/Master's Degree in Commerce /Management (Finance) / CA** plus 3 to 5 years of Post Qualification Experience (preferably in NGO sector) handling financial planning and analysis, grant management, accounts reconciliation, bank reconciliation etc.

Desired Profile/Skills

- 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 TISS finance and accounts section

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

Remuneration: The gross monthly remuneration for the position will be **Rs. 75,000/- to 100,000/-**. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

Location: Mumbai

The end