



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 /April 2017

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 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 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 (CEI&AR).

The **Centre for Education Innovation and Action Research (CEI&AR)** 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 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. Towards this the Centre collaborates and engages with research, development, teaching and field action.

Applications to Non-faculty positions are invited for the Connected Learning Initiative (CLIX) project of CEI&AR.

The **Connected Learning Initiative (CLIX)** is an innovative field action programme being launched by the CEI&AR, 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 in the areas of Mathematics, English and Science along with the development of Values. Teacher education is an integral part of the initiative. The initiative aims to reach a total of approximately 1,000 schools and 150,000 students in 4 states, as well as conduct professional development for approximately 4500 teachers. CLIX involves partnerships and collaborations with research and development institutions, and state governments. For more information, please visit <https://clix.tiss.edu/>

S.No	Positions	No. of positions	Location	Period	Job Description	
1.	Senior Field Action Research fellows	Three	2 for Mumbai and 1 for Hyderabad(Telangana)	Until 31 st March 2018 (extendable for an additional year)	See below	Download
2.	Research Associate (Field Implementation)	Two	Mumbai	Until 31 st March 2018 (extendable for an additional	See below	Download

				year)		
3.	Research Assistant (Field Implementation)	Two	1 each for Hyderabad(Telangana) and Dhamtari (Chhattisgarh)	Until 31 st March 2018 (extendable for an additional year)	See below	Download
4.	Project Assistant (Field Implementation)	Two	1 each for Hyderabad(Telangana) and Dhamtari (Chhattisgarh)	Until 31 st March 2018 (extendable for an additional year)	See below	Download
5	Technical Manager (Field Implementation)	One	Mumbai	Until 31 st March 2018 (extendable for an additional year)	See below	Download

Last date of Receipt of Application: 22nd May 2017 (online application only, see below).

Interview: The eligible candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted at Mumbai and respective locations in first week of June 2017.

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.

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

**Administrative Officer (P&A)
TISS, Mumbai**

Job Description

Senior Field Action Research Fellows (3 positions)

CLIX involves large scale field implementation where CEIAR work directly and in collaboration with implementation partners. Senior Field Action Research Fellow will be working the implementation team primarily on implementation of teacher professional development, student module implementation, scaling and research & documentation

Key Job Responsibilities:

- Work closely with the Implementation leads and coordinate with other groups of the project to plan, manage, execute and support the process of field implementation
- Hand holding the state implementation teams
- Documenting of field activities; trainings/workshops, field testing, implementation of curricular offerings
- Monitoring implementation of the programme
- Research and documentation on the on various themes of field intervention
- Liaisoning with government departments for implementation, expansion, collaborations
- Co-ordinate/ organizing orientations/programs, as necessary
- Reporting and communication - Internal and external
- Scaling and expansion of the intervention
- Work closely with the state teams for building local ecosystem (educational institutes, volunteers, resource groups) and facilitate their involvement in the programme.

Qualifications: Post-graduates in Education/ Development Studies/ Social Work/ Social Entrepreneurship or equivalent from recognized institutions.

Experience (3-8 years):

- Experience in working with field teams involving coordination etc,
- Experience of planning, managing and executing projects
- Field experience--working with schools and teachers.

Skills & Competencies:

- Knowledge of field issues in education and familiarity with technology use in education
- Project management
- Excellent written and verbal skills in English Fluency in Hindi and other Indian Languages. In case of Hyderabad location, Telugu speaking is must, Telugu reading and writing will be of additional advantage.
- Self-motivation and ability to multi-task and deal with stressful situations
- Ability to undertake extensive travel and for extended periods of time
- Ability to support field teams and partners

- Knowledge and familiarity with technology
- Interest in large scale reform processes and development

Remuneration: Gross annual remuneration for the position is in the range of Rs. 3 to 4 lakhs (starting 30,000 per month).

Location: Two in Mumbai with travel to intervention states/districts. One in Hyderabad (Telangana) with frequent travel to intervention districts/schools and Mumbai/Bangalore as in when required

Research Associates (2 positions)

CLIX involves large scale field implementation where CEIAR work directly and in collaboration with implementation partners. Research associates will be working the implementation team primarily on implementation of teacher professional development, student module implementation, scaling and research & documentation

Key Job Responsibilities:

- Work closely with the Implementation leads and coordinate with other groups of the project to plan, manage, execute and support the process of field implementation
- Hand holding the state implementation teams
- Documenting of field activities; trainings/workshops, field testing, implementation of curricular offerings
- Monitoring implementation of the programme
- Research and documentation on the on various themes of field intervention
- Liaisoning with government departments for implementation, expansion, collaborations
- Co-ordinate/ organizing orientations/programs, as necessary
- Reporting and communication - Internal and external
- Scaling and expansion of the intervention
- Work closely with the state teams for building local ecosystem (educational institutes, volunteers, resource groups) and facilitate their involvement in the programme.

Qualifications: Post-graduates in Education/ Development Studies/ Social Work/ Social Entrepreneurship or equivalent from recognized institutions.

Experience (2-5 years):

- Experience in working with field teams involving coordination etc,
- Experience of planning, managing and executing projects
- Field experience--working with schools and teachers.

Skills & Competencies:

- Knowledge of field issues in education and familiarity with technology use in education
- Project management
- Excellent written and verbal skills in English Fluency in Hindi and other Indian Languages. In case of Hyderabad location, Telugu speaking is must, Telugu reading and writing will be of additional advantage.
- Self-motivation and ability to multi-task and deal with stressful situations
- Ability to undertake extensive travel and for extended periods of time

- Ability to support field teams and partners
- Knowledge and familiarity with technology
- Interest in large scale reform processes and development

Remuneration: Gross annual remuneration for the position is in the range of Rs. 3 to 4 lakhs (starting 30,000 per month).

Location: Mumbai with travel to intervention states/districts.

Research Assistant (2 positions)

CLIX involves field action research including summative and formative, impact evaluation and thematic research. RA (Research will be expected to assist all aspects of research)

Key Responsibilities:

1. Literature review, preparing bibliographies, preparing data collection tools, sampling, data analysis, and report writing.
2. Monitoring involving the use of digital tools and online technology platforms.
3. Working closely with the field teams on implementation research and documentation.
4. preparation of the research tools, piloting and conducting research at field sites
5. Working with and supporting the field research teams with research studies
6. Reporting and communication
7. Work closely with documentation and research team

Qualifications: Post-graduate in Social Sciences/ Development Studies or equivalent from recognized institutions.

Experience: Five years of relevant experience of having worked on research projects,

Skills & Competencies:

1. Ability to meet deadlines and work on a range of research tasks
2. Prepare drafts of research tools
3. Prepare drafts of reports
4. Use of research softwares
5. Good writing skills
6. Ability to work in teams
7. Design and conduct training on research
8. travel to field locations as and when required

Remuneration: Rs. 4 to 6 lakhs (starting about 30,000 per month upwards). Offers shall be commensurate with the qualifications, experience and salary history, of the selected candidate.

Location: Dhamtari (Chhattisgarh)/Hyderabad (Telangana)

Project Assistant (2 positions)

CLIX implementation involves co-ordination with various stakeholder, teams and management various activities to implement the programme on ground. Project assistant will closely work with the state team and assist them implementation, administration, accounts, logistics etc.

Key Responsibilities:

- Work closely with the local team and the state lead for assisting planning and managing the field intervention.
- Managing local Implementation team' activities
- Coordination with other CLIX teams for implementation field activities
- Support field teams and other CLIX teams for field operations and logistics
- Manage and maintain field teams' administrative systems (accounts, claims, bookkeeping assets etc), in close coordination with central team
- Coordinate with HR and operations for field level requirements and needs
- Regular reporting and documentation of accounts and field activities
- Assist in coordination, planning and organizing field workshops/events
- Manage state(external) and internal communications - website, newsletter, project reports etc
- Undertake any other tasks as may be required

Qualifications: Post-graduate in Social Sciences/ Development Studies or equivalent from recognized institutions.

Experience - 3-5 years of experience in planning, managing and executing project activities & working with field teams.

Skills & Competencies:

- Ability to work and support field teams
- Ability to systematically manage teams' work and field activities
- Excellent skills with spreadsheets, word processing, power point etc
- Excellent written and verbal skills in English, Fluency in Hindi (for CG) and Telugu (for Telangana) and other Indian Languages
 - Knowledge of field issues in education and familiarity with technology use in education
 - Self-motivation and ability to multi-task and deal with stressful situations
 - Project management
 - Good communication skills

Remuneration: Gross annual remuneration for the position is in the range of Rs. 3 to 4 lakhs (starting 30,000 per month).

Location: Dhamtari (Chhattisgarh)/Hyderabad (Telangana). With frequent travel to local intervention sites (Schools/govt. Offices)

Technical Manager (Field implementation) – (1 position)

This role will assist the implementation team from the point of view of project management of the technology aspects at the implementation level.

Key Responsibilities:

- Bringing in a 'project management' rigor to each and every aspect of technology in the implementation rollouts
- Handholding and leading the Field Technologists and Field Support Professionals in the discharge of their responsibilities
- Troubleshooting the emergent field situations, tracking issues and closing them
- Working with the Implementation team to coordinate various technology aspects of the rollout of the CLIX delivery platform, Teacher Professional Development Program
- Liaising with the Government authorities, providing a senior level technical helping hand for the Implementation team
- Anchoring and participating in the conference calls & discussions of field technologists and professionals
- Coordinating with CLIX internal teams (particularly with development and admin teams) and third parties/vendors for the flawless execution of projects
- Ensuring that all projects are delivered on-time, within scope, within the existing constraints and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensuring resource availability and appropriate allocation
- Developing a detailed and fine granular project plan to track progress
- Using appropriate verification techniques to manage changes in project scope, schedule and costs; measuring project performance using appropriate systems, tools and techniques
- Reporting and escalating to CLIX leadership/management as needed
- Using risk management/mitigation techniques to minimize project risks
- Create and maintain comprehensive project documentation

Desired Profile/Skills:

- Comfort with technology and the ability to work with new technologies – especially with the basics of computer systems, operating systems, network elements and access networks; ability to tap into the technology team's experience to solve field issues.
- Should be an organized, passionate and goal-oriented person who understands what projects have in common, and their strategic role in how CLIX can be primed for success.
- Should be a change agent: should make project goals his/her own and use the skills at his/her command and expertise to inspire a sense of shared purpose within the project team.
- Should work well under pressure and be comfortable with change and complexity in dynamic environments.
- Should be able to shift readily between the "big picture" and the small-but-crucial details, knowing when to concentrate on each.
- Well cultivated people skills needed to develop trust and communication among all stakeholders.
- Should have a broad and flexible toolkit of techniques, resolving complex, interdependent activities into tasks and sub-tasks that are documented, monitored and controlled; should adapt his/her approach to the context and constraints of each project, knowing that no "one size" can fit all the variety of projects.

- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.

Qualifications:

- Applicants must be engineers preferably with computer science / IT background.
- PMP / PRINCE II certification is a plus

Experience:

- 7-10 years of relevant experience in software/field project management or in a related field
- Should have managed complex projects involving many stake holders
- Prior experience of liaison / working with Government agencies would be a plus

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 45,000 up to 80,000 per month. It will be commensurate with qualification and experience.

Location:

Mumbai (will involve a lot of travel to the four intervention states)