



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 /September 2018

25th September 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)- www.clix.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.*

Applications are invited for various senior and junior **non-faculty positions** under various projects of the Centre including the areas of Administration (five), Production and Communications (two), Library and Documentation (one), Technology (six), and Field work and Coordination (one).

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 based at CEIAR in Mumbai Campus of TISS, except the post of Field Resource Coordinator which is based at Telangana.

S.No	Positions	No. of positions	Salary per month (INR)	Application fees payable
Administration				
1	Chief Operating Officer (COO)	One	1,25,000-1,50,000	Rs. 1000
2.	HR manager	One	50,000 -60,000	Rs. 1000

3	Project Manager	Three	40,000 -45,000	Rs. 500
Production and Communications (Educational Media/Technology/online learning)				
4	Executive producer-(Production)	One	80,000 -1,20,000	Rs. 1000
5	Communications and Marketing Manager: Web Site and Social Media	One	25,000 -30,000	Rs. 500
Library and Documentation				
6	Assistant Librarian	One	30,000 -35,000	Rs. 500
Technology (Data Analyst and Engineering)				
7	Data Scientist	One	90,000 -1,00,000	Rs. 1000
8	Data Engineer	One	70,000 -75,000	Rs. 1000
9	Data Manager	One	25,000 -35,000	Rs. 500
10	Software Developer Front end, UI/UX	One	40,000 -45,000	Rs. 500
11	Systems Administrator	One	50,000 -55,000	Rs. 1000
12	Software Test Engineer	One	40,000 -45,000	Rs. 500
Field work and Coordination				
13	Field Resource Coordinator (Telangana)	One	25,000 -30,000	Rs. 500

The job description of each position is at the end of the advertisement below.

Last date of Receipt of Application: 7th October 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 between **the third week of October 2018.**

Application fee: The application fees, as specified in the table above, 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

Chief Operating Officer (COO)- One position

COO will be the chief operations officer of the programme. The person will ensure that the programme receive adequate administrative and financial support from the centre/states.

Key Job Responsibilities:

- The person will lead strategy development for the programme, articulating strategic vision to guide the programme, and developing operational plans in collaboration with the Programme Director.
- The person will be responsible for establishing effective operational systems and overseeing all operations (finance, admin and HR).
- The person will ensure that effective management systems are in place for the programme to continuously adapt and improve.
- 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: Post-graduate degree in Management/ Social Science/ Education, or equivalent from recognized institutions.

Experience:

- Minimum of 15 years of development sector work and related areas
- Familiarity with Educational Technology projects will be an advantage

Skills & Competencies:

- Strong track record of successfully leading and managing large projects
- Proven experience of influencing key stakeholders in the government and private sector.
- Strong people management skills, ability to monitor multiple streams of work and co-ordinate staff
- Ability and willingness to undertake extensive travel to implementation sites on a regular basis
- Highly motivated, strong analytical skills and ability to work under pressure
- Fluency in English, Hindi and other Indian languages

Remuneration:

The gross monthly remuneration for the position is Rs. 1,25,000 to 1,50,000 per month or higher, commensurate with qualification and experience.

Location: Mumbai, with frequent travel to implementation sites.

HR Manager- One position

The person will be expected to plan, organise, develop, implement and manage HR programmes and practices.

Key Responsibilities:

- Plan, develop and implement strategy for HR management and development (including recruitment and selection policy/practices, pay and conditions, contracts, training and development, performance appraisal and quality management issues)
- Work to ensure compliance with the policies, objectives, standards, and requirements communicated by staff.
- Recruit new staff members when required by preparing job descriptions and job advertisements.
- Propose, publish and administer HR policies and design HR forms.
- Plan for employee's performance appraisal, promotion and benefits
- Maintain HR records and files including by managing the HR database
- Maintain attendance and leave record system
- Listen to grievances and implement disciplinary procedures
- Perform any other duties assigned by the supervisor.

Qualifications:

Degree in a related field.

Excellent working knowledge of compensation strategies and programmes

Proven excellent written and verbal communication skills

Willingness and ability to travel between field offices across India, when needed

Experience: Minimum of five years of HR experience at Managerial level

Skills & Competencies Required:

- Ability to meet deadlines and work on a range of tasks in a diverse team
- Ability to read/write/communicate in English, Hindi and any other local language
- Strong people management skills, ability to monitor multiple streams of work and co-ordinate staff
- Ability to support the teams and partners especially to trouble shoot or offer guidance, as appropriate under the supervision of the Project Director

Remuneration:

Gross monthly remuneration for the position will be between Rs. 50,000 and 60,000/ per month or higher, commensurate with qualification and experience.

Project Manager – Three positions

Support the Programme directors in the management of the programme towards achieving its objectives by:

- Studying and understanding the overall objectives of the projects, the team structures, responsibility hierarchy and partnerships
- With each team, formulating the major and minor milestones that need to be achieved for the overall target to complete within the stipulated time period. Each milestone should have associated timelines.
- Continuously evaluating team requirements to meet the above timelines and arrange for any shortfall that may be noticed.
- Coordinating activities of the different teams so that dependencies are addressed well in advance to facilitate smooth on time deliveries
- Applying change, risk and resource management. Addressing problems that arise within and across teams that may affect the target timelines and quality and devise strategies to mitigate the same
- Assessing program performance and devising plans that will improve deliveries
- Preparing briefs and reports for Program Directors

Key Deliverables

- Ensure high quality output of all curriculum resources through efficient management of teams and requirements

Essential Attributes

- Proven experience as a Program Manager or Managerial Experience of at least 5 years
- Experience of having managed large and diverse projects involving several teams across geographies with zero compromise on delivery timelines and quality
- Good Knowledge of MS office and Program Management Software
- Excellent Communication and Organisational skills
- Good leadership qualities
- Interest in the field of Education and the use of technology in Education
- Experience in the field of Education / Use of technology in Education

Qualifications: Advanced Degree in Management or Masters/ Degree in Education/Social Sciences / Education Technology or Sciences

Remuneration: Gross annual monthly for the position will be between Rs. 40,000 and 45,000 per month or higher, commensurate with qualification and experience.

Executive Producer (Production): One position

Key Job Responsibilities:

- Plan for resources
- Allocate work as per skills
- Plan and ensure adherence to deadlines
- Ensure adherence to processes
- Liaise between different teams- tech, graphics, media and content
- Trouble shoot when required/ find alternative solutions
- Hire vendor services of different kinds when necessary (voiceover artists and the like)
- Contribute to review and feedback at every stage of development
- Copy editing and assisting in review of printed handbooks.

Skills & Competencies:

- Strong knowledge of production of Digital Learning Modules and Blended Learning Modules, including Instructional Design, learning theories and basic pedagogy
- Different kinds of Graphic requirements
- Tech requirements
- Video and audio requirements
- Processes and dependencies
- Ability to lead a team of academics, lesson designers, instructional designer/s, graphics, tech and other media specialists

Qualifications: Graduate or a post graduate in any discipline from a recognized institution

Experience: Minimum of 10 years of experience in the design and development of digital learning material

Remuneration:

Gross monthly remuneration for the position will be between Rs. 80,000 and 1,20,000 per month or higher, commensurate with qualification and experience.

Communications and Marketing Manager- Web Site and Social Media Manager: One position

Key Job Responsibilities:

- Drive generation of blogs; Update and monitor blogs on the website
- Periodically update content- text, images, videos
- Handle the monthly Newsletter
- Manage Facebook page
- Create and Manage a Twitter account
- Liaise with CLIX members (domain teams, tech teams and state teams), web designers,

Skills & Competencies:

- Knowledge of Word press
- Eye for detail, ability to understand prospective audience,
- Ability to think out of the box, to trouble shoot, anticipate and plan work and work under pressure.
- Good interpersonal skills

Qualifications: Graduate or a post graduate in any discipline from a recognized institution

Experience: Minimum of 1 year of experience in Website and Social Media management

Remuneration:

Gross monthly remuneration for the position will be between Rs. 25,000 and 30,000/ per month or higher, commensurate with qualification and experience.

Assistant Librarian- One position

The person will be responsible for all the functions of Library

Key responsibilities:

- Plan and develop the library's collections of books, policy documents and journals from school textbooks to teaching learning materials and archives (both physical and digital).

Educational Qualification:

- Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with CGPA of 6.5 in 10-point scale or at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) and consistently good academic record with superior knowledge of computerized library service.
- Desirable: PG Diploma in Library Automation and Networking (PGDLAN), PGDCA, PGDLIM or equivalent. Proficiency in using ICT tools like content management systems, automation, digital library, plagiarism detection and e Resource Management tools.
- Age not exceeding 45 years (Includes admissible age relaxation of 10 years for PWD Category). Additional age relaxation of 5 years for SC/ST Candidates (PWD) and additional age relaxation of 3 years for OBC Candidates (PWD) will be considered as per the Government of India norms.

Experience:

At least five years of experience in the library of a Technical / Scientific Institute or University, Educational Institute of National Importance, or any other large Technical / Scientific library. Evidence of innovative library service and organization of published work.

Skills & Competencies Required:

- Ability to meet deadlines and work on a range of tasks
- Ability to read/write/communicate in English, Hindi and any other local language
- Ability to troubleshoot new technologies and learn new technologies
- Ability to work in the online medium

Remuneration:

Gross monthly remuneration for the position will be between Rs. 30,000 and 35,000/ per month or higher, commensurate with qualification and experience.

Data Scientist – One Position

This person will work with research and technology teams at the overall centre level to plan, lead and execute data backed educational research.

Key Responsibilities:

- Through collaboration across the organization, design, develop and implement a next generation, data driven, evidence backed, high impact educational data repository with learning analytics.
- Converge and synthesize data generated from various technology enabled learning platforms or otherwise.
- Design and develop new indicators and data points for learning analytics which include learner modelling and engagement, adaptive learning, game-based-learning, teacher feedback and assessments.
- Prepare and communicate high decibel, high impact reports for national and international audiences as decided by the centre leadership.

Skills & Competencies Required:

- Experience in data mining algorithms and statistical modelling techniques.
- Expertise and experience of at least any two of R, Python, shell scripting languages.
- Proven record of qualitative and quantitative research including statistical and regression modelling skills.
- Comfortability with SPSS, STATA and other ETL Tools.
- Strong understanding and experience of querying database with SQL and NoSQ and understanding of API querying and analytics frameworks.
- 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:

- Minimum qualification of masters/post-graduation, preferably in data science, statistics, planning or engineering. Having a PhD or postdoc will be a plus.
- Data science/analytics certification will be preferred.

Experience: 10+ years of experience, in the data mining/management role with at least three years in the Education and/or development sector.

Remuneration: Gross monthly remuneration will be between Rs. 90,000 and 1,00,000/ per month or higher, commensurate with qualification and experience.

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 from a computer science/engineering, data science, statistics or research program.
- Certificates in related field will be plus.

Experience: 07+ years of experience in case of Bachelor's degree and 05+ in case of higher degree in the data mining/management with at least three years in Education and/or development sector.

Remuneration:

Gross monthly remuneration will be between Rs. 70,000 and 75,000/ per month or higher, commensurate with qualification and experience.

Data Manager- One Position

Data manager will work with the research and state field teams to ensure that data management related to CLIX initiative is duly taken care – the focus particularly is on ensuring timely and effective extraction from the field sites, sharing it with the stakeholders involved and assisting the research team on analysis and reporting.

Key Responsibilities:

- Ensure the quality, regularity and timeliness of the data extraction process from CLIX schools across the field states
- Coordinating with and assisting the state and district level field teams in platform data collection from the schools
- Supporting and handholding the domain team members in data collection process if needed
- Closely supporting the research team in the data collection, collation and analysis. This would include field travel to the CLIX states to ensure the needful is done

Skills & Competencies Required:

- Working computer hardware and software knowledge.
- Willingness to undertake extensive field travel and for extended periods of time to implementation sites is a must

- Ability to work with and support different stakeholders including the research, implementation and technology teams.
- Self-motivation and ability to multi-task, willingness to learn and acquire new skill sets and interest in large scale reform processes and development
- Experience with opensource based systems such as Linux
- Experience and exposure to basic programming/scripting such as shell
- Reasonable understanding of working on terminal/command prompt, servers is desirable

Qualifications:

BE / B. Tech / BSc. (Comp. IT) / MSc. (Comp./IT) / BCA / MCA or equivalent. Experience in hardware or software background will be a plus

Experience:

Post-graduation + Min. 1 of work experience **or** Graduation + Min. 2 years of experience in hardware or software fields

Remuneration: Gross monthly remuneration for the position will be between Rs. 25000 - 35000 per month or higher, commensurate with qualification and experience.

Location: Bangalore with frequent travel to CLIX field states (Chhattisgarh, Mizoram, Rajasthan and Telangana) and Mumbai

Software Developer - Front-end, UI/UX – One Position

This person will work with the technology team, content teams and the implementation teams of CLIX.

Key Responsibilities:

- Life cycle aspects of UI/UX and interactives for the student delivery platform, creating dashboards, website – including programming, testing and delivery.
- Working closely and proactively under the guidance of the Project Manager
- Participating in the conference calls & discussions with the other developers
- Creating and maintaining comprehensive project documentation

Skills & Competencies Required:

- Comfort with the front-end technologies and the ability to work with new technologies
- Deep experience with HTML5, Javascript, CSS, UI/UX design – especially responsive web design.
- Ability to understand the requirements and execute bite-sized Interactives
- Proven ability to leverage various libraries for Javascript, such as ReactJs, Node.js, JQuery, AngularJS and other frameworks like Ajax.
- Experience with Opensource modes of development – on Linux variants, github.
- Ability to design and develop mobile / Android apps.
- Comfort with Python
- Ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed. Being a considerate and cheerful team player
- Should be an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CLIX technology efforts can be primed for success.

- Should work well under pressure and be comfortable with change and complexity in dynamic environments.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus

Experience:

- 3-4 years of relevant experience in a software industry
- Whole lifecycle experience from development to testing and release

Remuneration:

Gross monthly remuneration for the position will be between Rs. 40000 -45000 per month or higher, commensurate with qualification and experience.

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

Systems Administrator - One Position

This person will be responsible for managing the data centre with rack mounted servers and closely works technology and field implementation teams of CLIX.

Key Responsibilities:

- Sys/network related overall tasks: Administration, provisioning, maintenance, operations & support, monitoring and advisory.
- Life cycle aspects of building, packaging, delivering the collection of software stack of learning platforms and hosting services.
- Creating, managing and monitoring virtual machines, partitions and nginx
- Automation/scripting of various tasks, making installers, doing field recce and trials
- Installing, configuring and troubleshooting systems – both internally and at the school ICT labs
- Creating and maintaining comprehensive project documentation
- Troubleshooting and handholding – for effective use of the software platforms, by the CLIX field teams and the end-users such as teachers and students
- Working in harmony with the Datacenter of the host organization TISS

Skills & Competencies Required:

- Reasonable exposure to DevOps and Full-stack development related parameters and issues
- Significant experience with networks, web hosting, troubleshooting and allied matters
- Experience with opensource based systems such as Linux, Systems administration, virtual servers & container / docker based systems – building and packaging installers and patches
- Proficiency in shell and python scripting and github.
- Process based approached towards maintaining digital assets – like backup regimens, fail-proofing, hardware health and capacity monitoring, traffic and usage analysis, software process monitoring using opensource softwares.

- Experience of hosting learning platforms such as Moodle, Open-edX will be a plus.
- Ability to independently work on developing solutions for learning technology deployment.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs.

Qualifications:

- Engineers or Equivalent degree preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus
- Systems Administration/System Engineer certification in Unix would be a plus.

Experience:

- 3-5 years of relevant experience in a software industry
- Whole lifecycle experience from development to testing and release

Remuneration:

Gross monthly remuneration for the position will be between Rs. 50,000- 55,000 per month or higher, commensurate with qualification and experience.

Location:

Mumbai (may involve traveling to the intervention states)

Software Test Engineer- One Position

The person will work with the developer, content and sysadmin teams at CLIX.

Key Responsibilities:

- Ownership of the testing cycle aspects of student and teacher delivery platforms, mobile apps, content packaging, installer packaging – including scripting, analysis, testing and delivery.
- Working with the content, developer, teacher professional development, sysadmins teams – taking feedback and folding it into the development teams and others for fixes
- Creating and maintaining comprehensive project documentation – including test reports

Skills & Competencies Required:

- Comfort with the general front-end technologies, UI/UX and a reasonable ability to work with new technologies.
- Ability to understand the functional requirements, translating them to test cases and keeping communication channels open both ways
- Experience with Opensource modes of development – on Linux variants, github.
- Ability to create and run test cases and maintain software test life cycle.
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs

Qualifications:

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus

Experience:

- 2-4 years of relevant experience in a software industry

- Whole lifecycle experience from development to testing and release will be a plus

Remuneration:

Gross monthly remuneration for the position will be between Rs. 40,000 and 45,000/ per month or higher, commensurate with qualification and experience.

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

Field Resource Coordinator (FRC)- One position

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

She/he would directly report to the Project Coordinator/ State Lead of the State Implementation Team.

Key Responsibilities and related skills:

- Work with school teachers, teacher networks and students. Use technology to build networks, connect people and provide the required support to teachers and schools.
- Enhance digital literacy knowledge of users, participate and support course delivery.
- Ensure functionality of ICT and Science labs.
- Required to contribute and participate in orientation programmes/trainings that may be held in connection with the initiative and would help the on-ground implementation along with organizing schools visits for various stake holders
- Interact with District Education Officers/ Mandal Education Officers/ Sectoral Officers for smooth implementation of CLIX.
- Collaborate and coordinate with other FRCs in the field implementation team and follow an academic schedule so as to keep a common implementation process across schools in the state.
- Facilitate local meet ups- between teachers from different schools, between college teachers/students, DIET/CTE/IASE faculty and local resource persons keeping local education authorities in the loop.
- Collect data from the assigned schools as per the research requirements.
- Plan activities with the state implementation team and report the ground-level realities back to the team.
- Should be flexible and responsive to ongoing field implementation needs and issues, and resolve them in a timely manner, in collaboration with the state team.

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 and information management and prioritization skills.
- Working knowledge of Word Processor, Spreadsheet, and Presentation
- Must have good written and oral communication skills

Remuneration:

Gross monthly remuneration for the position will be between Rs. 25,000 and 30,000/ per month or higher, commensurate with qualification and experience.

Location: Telangana: One position (Rangareddy/Vikarabad / Medchal)