



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/December/2021

28th December, 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-campus 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 inter-disciplinary 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 (Positions are on contract basis):

S. No.	Positions	No. of position	Location
1	Communications Associate	One	Mumbai
2	Field Coordinator	One	Chhattisgarh

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: 12th January 2022

Tentative dates for interview: 24th January 2022 to 30th January 2022

Suggested date of joining: As early as possible

s/d- Project Leader

Detailed description of the position

Communications Associate – One position

The position will be responsible to anchor all Communications related strategy and activities for CETE. The role will work closely with the Partnerships team, Centre faculty, and TISS website team to create appropriate communication for multiple stakeholders, visibility for the centre and its activities in the print media, all possible virtual platforms.

Key Responsibilities

- Develop communication strategies for the Centre
- Creating awareness for the Centre and its activities on multiple platforms with targeted communication
- Creation of high-quality communication content for external communication especially on social media along-with design team as well as for stakeholders
- Team engagement with all teams/Project units of the Centre (both internal and external) to identify relevant opportunities to build the Centre's brand
- Create engaging storylines and copy for the Centre's projects and activities
- Manage the creation and publication of the Centre's newsletter
- Manage the Centre's webpage and its updation
- Maintain a repository of media coverage and all communication (print, online and virtual)
- Liaising and leveraging TISS PR arm for the Centre
- Creation of brochures and other collaterals as required

Desired Profile/Skills

- The ideal candidate has excellent written and verbal skills, is comfortable in English, Hindi and preferably Marathi, is self-motivated and dynamic and a team player with multi-tasking abilities. Knowledge of design and publishing software is an added advantage

Qualification: Masters in Communications / Journalism/Mass Media or related field with minimum 5 years of relevant experience

OR

Bachelors in Communications / Journalism/Mass Media or related field with minimum 7 years of relevant experience

Experience: Experience working in similar roles preferably for Education Institutions (as given above)

Duration: One year (extendable based on project need and performance) **Remuneration:** Gross monthly remuneration for the position is in the range of **Rs. 55,000/- to 60,000/-** per month, commensurate with qualification and experience.

Location: Mumbai

Field Coordinator – One position

CLix involves large-scale field implementation where CETE works directly and in collaboration with implementation partners. Field coordinator will be working with the implementation team

primarily on implementation of teacher professional development, student module implementation, and research & documentation

Key Job Responsibilities:

- Supporting cross functional teams (Tech, TPD, Implementation) to analyse and draw inferences from field actions. Gather, maintain data & information relevant to the program, Draw inferences from data & prepare reports to share it with the State & CETE
- To plan, design and facilitate capacity building workshops for High School Teachers at District/Block Levels
- Do robust micro level planning and provide on-site support to District steering committee and RTICT through COP
- To coordinate with other district stakeholders to expedite program deliverable to achieve targets
- To develop proposal for upcoming interventions of different phase of the program

Desired Profile/Skills

- Knowledge of field issues in education and familiarity with technology use in education
- Project management and Ability to support field teams and partners
- Written and verbal skills in Hindi & English. Fluency in Hindi speaking is must
- Self-motivation and ability to multi-task and deal with stressful situations
- Ability to undertake extensive field travel and for extended periods of time
- Knowledge and familiarity with technology and education technology and large-scale reform
- Working knowledge of Word Processor, Spreadsheet, and Presentation
- Designing Capacity Building workshop/designing training programs

Qualifications: Post-graduate (MA in Education, MA in Development Study and MA/MSc in Public Policy and MA in Social work)

Experience (2years +): Working with field teams involving coordination etc, preferably in school education and teacher training

Remuneration: Gross monthly remuneration for the position will be **Rs 45,000/- to 50,000/-**. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

Location: Chhattisgarh (Frequent travel to intervention districts/schools of Chhattisgarh and Mumbai/Bangalore offices)

The end