



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed University under Section 3 of the UGC Act, 1956)

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16th October 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 Production and Communications and Technology.

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, except the post of Data Manager which is based at Bangalore.

S.No	Positions	No. of positions	Salary per month (INR)	Application fees payable
Production and Communications (Educational Media/Technology/online learning)				
1	Executive producer- (Production)	One	80,000 -1,20,000	Rs. 1000
2	Communications and Marketing Manager: Web Site and Social Media	One	25,000 -30,000	Rs. 500
Technology (Data Analyst and Engineering)				
3	Data Scientist	One	90,000 -1,00,000	Rs. 1000

4	Data Engineer	One	70,000 -75,000	Rs. 1000
5	Data Manager	One	25,000 -35,000	Rs. 500
6	Senior software Developer	One	60,000 -70,000	Rs. 1000
7	Systems Administrator	One	50,000 -55,000	Rs. 1000

The job description of each position is given below.

Last date of Receipt of Application has now been extended to 31st 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 second week of November 2018.**

Please Note: Candidates who have already applied need not apply again as their applications will be considered.

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

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.

Location: Mumbai

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.

Location: Mumbai

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 NoSQL 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.

Location: Mumbai

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.

Location: Mumbai

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

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)

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 approach 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)