



**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/August/2023**

**18 August 2023**

The **Tata Institute of Social Sciences** ([www.tiss.edu](http://www.tiss.edu)), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Undergraduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. 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 it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The Women and Gender Development Cell (WGDC) of TISS works towards ensuring sensitisation and awareness amongst all members of the TISS community regarding gender inequality and sexual harassment. The WGDC also ensures overall support for persons with sexual and gender non-normative expressions as per the UGC guidelines of 2015 and develops mechanisms to sensitise and work with the TISS community on such issues.

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 the 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 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 Ph.D. in Education. It offers short-term, blended and online courses and programmes for teachers and teacher educators, and education administrators ([www.tissx.edu](http://www.tissx.edu)). The Centre is active in research and is engaged in collaboration with national and international academic institutions. The Centre is the 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.

**CETE invites applications for non-Teaching positions to be filled on a contract basis (Candidates may apply for multiple positions as per qualifications, experience and Interest):**

**Summary of the Positions:**

| Non-Teaching                                |                                                              |                 |                      |
|---------------------------------------------|--------------------------------------------------------------|-----------------|----------------------|
| S. No.                                      | Position                                                     | No. of Position | Location             |
| <b>Project Management</b>                   |                                                              |                 |                      |
| 1.                                          | State Lead, Telangana                                        | 01              | Hyderabad, Telangana |
| <b>Resource Person / Research Associate</b> |                                                              |                 |                      |
| 2.                                          | Resource Person - Mass Media Studies/Journalism/Storytelling | 01              | Delhi, India         |
| 3.                                          | Research Associate - Communications                          | 01              | Mumbai, Maharashtra  |

**Details of positions are provided separately below.**

## How to apply:

### Application process and interview

- (a) Candidates are requested to fill the application form <https://bit.ly/CETE-TISS-Application-NTS-August2023> and after submitting the form to take a screenshot and send the same to [cete.recruitment@tiss.edu](mailto:cete.recruitment@tiss.edu) If you have any questions regarding the positions, please email [vijay.jathore@tiss.edu](mailto:vijay.jathore@tiss.edu) and [mahesh.ghule@tiss.edu](mailto:mahesh.ghule@tiss.edu)
- (b) Candidates are requested to write the position name in the subject line of email while sharing the above-mentioned documents
- (c) Short-listed candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills
- (d) Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction/ skill test to be conducted at TISS, Mumbai

### Other conditions

- The Institute reserves the right to relax the 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 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 an interview
- The post is unreserved, but candidates belonging to reserved category can apply. No queries or correspondence regarding the 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 a 'No Objection Certificate' from their employer to appear for a 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 the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s)
- Staff with salaries more than 60 thousand per month, very short-term contracts and interns are expected to bring their own computing device to work. Specialised equipment and/or computing devices will be issued based on project needs and on a case by case basis only
- The job title and the numbers of positions might be changed and increased as per the requirement of the centre's projects at the time of the recruitment process.

**Last date to receive applications:** 31<sup>st</sup> August 2023

**Tentative dates for interview:** 1<sup>st</sup> to 10<sup>th</sup> September 2023

**Suggested date of joining:** Selected Candidates are expected to join within 15 days of their selection

**s/d- Project Leader**

## **Detailed description of the positions**

### **Project Management**

#### **1. State Lead, Telangana – One Position**

The incumbent is expected to be a dynamic professional with extensive experience in leading and managing complex projects in the development sector, preferably in the public-school education space. Extensive liaison with senior government functionaries of School Education Department at State and district levels, coordination with multiple internal and external stakeholders, leading and managing multiple components of an intervention, producing/managing the delivery of curricular/research/training outputs within challenging timelines are some of the key expectations of the role.

#### **Key Responsibilities**

- Leading and managing all implementational aspects of TISS’ interventions in Telangana - intervention timelines, deliverables, timely fund-release, coordination with multiple stakeholders, facilitating issuance of necessary government instructions etc.
- Leading and managing the deliverables of a team of project coordinators and field technologists
- Documenting case studies & best practices, preparing workshop reports, policy briefs, thematic papers etc.
- Identifying newer areas of interventions based on a thorough understanding of state and local contexts and contributing to conception/design of newer interventions in consultation with faculty members
- Working with matrix teams to lead/contribute to research/capacitation/consulting assignments in geographies outside Telangana, as required

#### **Desired Profile/Skills**

- Robust understanding of the functioning of and challenges in public school education sector
- Experience of leading and managing end-to-end aspects of projects having multiple components
- Comfortable working and delivering in a multi-actor and fast paced setting
- Demonstrated experience of working and building excellent professional relationships with the top and line leadership in Government. Experience working with SCERT/Samagra Shiksha and government schools/teachers would be highly desirable.
- Experience of leading teams of 5-10 professionals with varied educational and professional backgrounds
- Advanced writing and reporting skills in English especially for research, case studies, workshop/conference reports, official correspondence etc.
- Knowledge of spoken/written Telugu is highly preferred.

#### **Qualifications and Experience:**

- Masters in Education or Public Policy or Development Studies or related fields from a national/international University/Institution with an overall experience of about 10-12 years in the education/ development sector
- Experience working on aspects of school education is highly desirable

**Remuneration:** Gross monthly remuneration for the position is in the range of **Rs. 60,000 /- to Rs. 80,000/-** per month, commensurate with qualification and experience

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

**Location:** Hyderabad, Telangana

## **Resource Person/ Research Associate**

### **2. Resource Person - Mass Media Studies/Journalism/Storytelling – One Position**

The role will work closely with the Curriculum Team of the World of Work Project at CETE-TISS to develop modules and deliver the same in Senior Secondary grades at Delhi Schools of Specialized Excellence run by the Government of NCT of Delhi.

#### **Key Responsibilities**

- Research (primary and secondary) to support the development of modules for the project
- Ideate, Strategise and Develop Lesson Plans, Unit Plans, Assessment items and Student Handbooks for the World of Work Curriculum
- Act as a medium of communication between the school and the team
- Ensure timetable and resource allocation in schools as required by the curriculum
- Ensure the timely implementation of curriculum elements in all allocated schools in Delhi
- Document the positive/negative feedback from the field and relay to the project/curriculum development team
- Document the challenges and suggestions for improvement
- Liaise with the relevant industry experts for inputs, master classes, internships, general guidance

#### **Desired Profile/Skills and Experience**

- Have an in-depth understanding of the art of storytelling and various media used for the same
- Work experience in the area of Media / Journalism / Storytelling / Performing Arts / Communications / Literature or related fields
- Experience of teaching senior grades / adolescents especially in social sciences and humanities (preferred)
- An understanding of pedagogical approaches for senior grades (desirable)
- An ability to leverage technology in everyday work and the classroom
- Excellent communication and collaboration skills
- Mentoring and supervising experience
- Minimum 1-2 years of total work experience

#### **Qualifications**

- Masters in Education / Social Sciences / Literature / Development / Development Studies / Social Work / **Journalism / Mass Media** / Mass Communication / Advertising & PR & / OR related fields (Candidates with qualifications/experience in mass communication, media studies, journalism and/or related disciplines will be preferred)

**Duration of Engagement:** Two years (extendable based on project needs and performance)

**Remuneration:** Gross monthly remuneration for the position is in the range of **Rs. 50,000/- to 70,000/- per month**, commensurate with qualification and experience

**Location:** Delhi, India

### 3. Research Associate - Communications – One Position

The position will anchor all Communications related strategy and activities for CETE. The role will require working closely with the Partnerships team, Centre faculty and researchers, and the TISS website team to create appropriate communication for multiple stakeholders, and provide visibility to the centre and its activities through various platforms including digital, and print media.

#### Key Responsibilities

- Understand the Projects activities of the centre and develop an overarching communication strategy for the Centre
- Create awareness for the Centre and its activities on multiple platforms with targeted communication
- Develop high-quality communication content for social media and other platforms as well as for stakeholders along with the design team
- Disseminate the Centre's research through policy brief and other impactful research communications for policymakers and educators
- Support the admissions team through a targeted content strategy and execution on social media for the Centre's short-term and long-term programmes
- Engage with all teams/Project units of the Centre (both internal and external) to identify relevant opportunities to promote the centre's activities
- Manage the creation and publication of the Centre's newsletter
- Manage the Centre's webpage and its updation
- Creation of relevant brochures and other collaterals as required for admissions, and other research events and activities
- Develop the plan for funding opportunities
- Maintain a repository of media coverage and all communication, and prepare monthly reports for funding partners
- Liaise with the TISS communications team to leverage its social media reach for the Centre

#### 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
- Should be had understand of academic research work
- Should be familiar with communications in an academic context, be able to lead the communications agenda with support from the design team
- Should have a conceptual understanding of brand management, communications strategy, PR, and social media management
- Knowledge of design and publishing software is an added advantage

#### Qualification & Experience

- Masters in Education/Social work/ Business Management/ Development studies/ Journalism/Mass Media or related field with minimum 3 years of relevant experience specially the arena of academic communication research in Education Institutions

OR

- Bachelors in Education/Social work/ Business Management/ Development studies/ Journalism/Mass Media or related field with minimum 5 years of relevant experience specially the arena of academic communication research in Education Institutions

**Duration of Engagement:** Two Years (extendable based on project need and performance)

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

**Location:** CETE, TISS, Mumbai

The End