



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 /January 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 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)** at TISS Mumbai has been 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 Integrated approach to Technology in Education (ITE) of CEI&AR.

The **Integrated approach to Technology in Education (ITE)** is a pedagogic framework for integrating technology in teaching and learning. It was first piloted in rural learning centres in East India in 2012. ITE provides children an opportunity to authenticate their learning at school using technology, while imparting crucial technological skills that are fast becoming requisites in the 21st century. The Tata Trusts' ITE program is being implemented across seven states through 18 partners and direct project units. The geographical areas of the program are mainly resource poor, such as in tribal inhabited areas in Eastern and North Eastern States or in urban slums in Maharashtra and West Bengal. The program runs in supplementary learning centres, Madrassahs and public schools. ITE's objectives include bridging the digital divide; fostering digital citizenship, creating an active interest for learning; fostering Higher Order Thinking Skills and significantly improving pedagogies and learning processes. Technology is embedded in the teachers' lesson plans and pedagogy. The teacher designs learning activities and students use technology to construct their own learning. Technology is used as a tool, rather than as an end itself. In the year 2016, the resource support of ITE has been assigned to CEIAR at TISS. The resource support involves capacity building, programmatic improvement and research support. It will also include managing ITE certificate program for ITE partners at TISS. For more information, please visit <http://tatatrustsite.org/>

S.No	Positions	No. of positions	Location	Period	Job Description	
1.	Technical cum program specialist	One	West Bengal/ Assam	Until 31 st August 2019	See below	Download
2	Field coordinator	Two	West Bengal/ Assam	Until 31 st August 2019	See below	Download

Last date of Receipt of Application: 18th February 2018 (online application only, see below).

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

Interview: The eligible candidates will be communicated by an e-mail and mobile phone to appear for the interview to be conducted at Mumbai in last week of **February 2018**

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

Technical cum program specialist- One position

The person will design technical tools to monitor progress of capacity building, student assessment and other relevant tools. The person will conduct trainings for the ITE teachers and partners, special camps for ITE students, and conduct field monitoring, capacity building as required.

Key Responsibilities:

- Coordinate with Resource volunteers and NGOs at given ITE sites
- Conduct small and large ITE trainings on the field
- Conduct ITE camps for students
- Take charge of website, and other ITE technical portals
- Design and implement technical tools for effective data collection and use.
- Conduct webinars and other virtual capacity building sessions for teachers, headmasters and ITE community stakeholders.
- Design other communication channels for the program
- Travel extensively (12 to 15 days a month), monitoring and capacity building support at all ITE sites all over India.
- Oversee assessment and data collection functioning at partner organizations
- Provide day to day programmatic support to the ITE partners.
- Facilitate to ITE blogs, website and telegram/whatsapp groups of ITE teachers and facilitators
- Facilitate certificate course capacity building and handholding teachers

Qualifications: Bachelors' degree in computer science, computer applications or relevant field.

Experience: 5 years of experience working with teachers and NGOs in the area of education or education technology, as well as experience with developing computer applications for education.

Skills & Competencies Required

- Belief in student centered learning and constructivist pedagogy in education and use of technology in education
- Ability to communicate, conduct workshops and work with government and NGO teachers
- Ability to travel in remote and rural pockets.
- Attitude and skills to work with tribal and minority institutions like madrasas and Ashram schools.
- Hard working, committed and flexible
- Knowledge of student centered technology applications and basic technology in education programs in the country.
- Good knowledge of advance technology applications, e.g. Moodle, communication applications, webinars, website design, building and maintaining online portals, etc.
- Design and implement interstate ITE student camps.

Remuneration: Gross monthly remuneration for the position will be between 42000 and 48000 per month, commensurate with qualification and experience.

Location: West Bengal/ Assam, with 12 to 15 days travel a month to all ITE project states

Field coordinator- Two positions

The person will provide field capacity building, monitoring cum training support to the ITE initiative in different states.

Key Responsibilities:

- Coordinate with Resource volunteers and NGOs at given ITE sites
- Conduct small and large ITE trainings on the field
- Travel extensively (12 to 15 days a month), monitoring and capacity building support at all ITE sites all over India.
- Oversee assessment and data collection functioning at partner organizations
- Provide day to day programmatic support to the ITE partners.
- Facilitate to ITE blogs, website and telegram/WhatsApp groups of ITE teachers and facilitators
- Facilitate certificate course capacity building and handholding teachers

Qualifications: Masters' degree in education, teaching, psychology or related field

Experience: 5 years of experience working with teachers and NGOs in the area of education or education technology.

Skills & Competencies Required

- Belief in student centered learning and constructivist pedagogy in education and use of technology in education
- Ability to communicate, conduct workshops and work with government and NGO teachers
- Ability to travel in remote and rural pockets.
- Attitude and skills to work with tribal and minority institutions like madrasas and Ashram schools.
- Hard working, committed and flexible
- Knowledge of student centered technology applications and basic technology in education programs in the country.
- Good knowledge of basic technology applications in education and social media

Remuneration: Gross monthly remuneration for the position will be between 38000 and 45000 per month, commensurate with qualification and experience.

Location: West Bengal/ Assam with 12 to 15 days travel a month to all ITE project states