



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 /November 2016

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)** is a new Centre at TISS Mumbai which is being 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 the Connected Learning Initiative (CLIX) project of CEI&AR.

The **Connected Learning Initiative (CLIX)** is an innovative field action programme being launched by the CEI&AR, to improve the professional and academic prospects of high school's students from underserved communities in India. CLIX incorporates thoughtful pedagogical design and leverages contemporary technology, including online capabilities, to provide quality educational content and experiences at scale in the areas of Mathematics, English and Science along with the development of Values. Teacher education is an integral part of the initiative. The initiative aims to reach a total of approximately 1,000 schools and 150,000 students in 4 states, as well as conduct professional development for approximately 4500 teachers. CLIX involves partnerships and collaborations with research and development institutions, and state governments. For more information, please visit <https://clix.tiss.edu/>

S.No	Positions	No. of positions	Location	Period	Job Description	
1.	Research Associate/ Research Assistant (Mathematics)	Two	Mumbai	14 months (up to 31 st January 2018)	See below	Download
2.	Senior Project Manager	One	Bangalore	14 months (up to 31 st January 2018)	See below	Download

3.	Senior Finance Manager	One	Mumbai	14 months (up to 31 st January 2018)	See below	Download
4.	Production/Project Manager	One	Mumbai	14 months (up to 31 st January 2018)	See below	Download
5.	Technical Manager (Field implementation)	One	Mumbai	14 months (up to 31 st January 2018)	See below	Download
6.	Project Manager (Platform and Tools)	One	Mumbai	14 months (up to 31 st January 2018)	See below	Download
7.	Systems Administrator	One	Mumbai	14 months (up to 31 st January 2018)	See below	Download
8.	Senior Software Engineer	Two	Mumbai	14 months (up to 31 st January 2018)	See below	Download

Last date of Receipt of Application: It has now been extended to 26th December 2016 (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 **before 15th January 2017**.

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 descriptions

1. Research Associate/ Research Assistant- Mathematics - Two Position

The person will be expected to assist the Mathematics domain group in Curriculum Design

Key Responsibilities:

- Create (or provide support in creating) curricular content and putting it up on the CLIX platform.
- Curate appropriate Open Source digital content by conducting rigorous resource searches.
- Conduct field trials of the student modules and write up trial reports.
- Conduct literature reviews, design data collection tools and assist (as required) in other tasks related to research.
- Collect, organize and analyze research data and assist in writing reports or research papers.
- Provide support (and travel to field sites, if required) in various aspects of piloting, module implementation, research and course delivery.
- Source and index research papers.

Desired Profile/Skills:

- A deep interest in the contemporary issues and challenges in mathematics education.
- Prior experience in ICT based projects or research project in mathematics education.
- Prior experience in teaching or working with high school students.
- Ability to work with deadlines on multiple tasks, while maintaining due attention to detail.
- Ability to learn quickly.
- A high degree of comfort with technology and the ability to work with new technologies.

Qualifications:

- Applicants must be graduate or postgraduate in Mathematics/Engineering or allied disciplines (applied mathematics, statistics), Education (with specialization in mathematics Education)

Experience:

- Two to three years of relevant in working on research or curriculum development projects related to Mathematics Education and/or experience in teaching.
- Preparing lesson plans and writing research papers and reports.
- Analysis of quantitative and qualitative data for research studies.

Remuneration:

Gross monthly remuneration for the position is starting from Rs. 40,000/ Rs. 25,000 per month. It will commensurate to qualification and experience.

Location:

Mumbai

2. Senior Project Manager - One Position

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

- Studying and understanding the overall objectives of CLIX, the team structures, responsibility hierarchy, and partnerships
- Understanding the complete deliverable commitment within the first 3-year period – in terms of curriculum and content development, implementation, technology, and research in conjunction with the extent of deployment that has been completed till date
- 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
- Developing a dashboard with indicators/ milestones and targets for the year and maintaining the same continuously so that a bird's eye view of the program is always available at any point in time
- 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

- Meet target rollout timelines as agreed upon for year 2 and year 3 of implementation
- Ensure high quality output of all curriculum resources through efficient management of teams and requirements
- Bring in the use of a Program Management Information System that regularly consolidates the information on project performance and feeds back into the management on key indicators.

Essential Attributes

- Proven experience as a Program Manager or Managerial Experience of at least 10 years
- Experience of having managed large and diverse projects involving several teams across geographies with zero compromise on delivery timelines and quality
- Excellent knowledge of program performance evaluation and change management principles.
- 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

Preferred Attributes

- 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 is starting from Rs. 90,000 per month. It will commensurate to qualification and experience.

Location: Bangalore

3. Senior Finance Manager -One position

The person will be expected to handle /supervise the accounting and interact with TISS accounts for submission/release of funds

Key Responsibilities:

- Responsible for Complete maintenance of Accounts / Day to Day Accounting of expenses, cash and bank.
- Preparing of MIS, Budget, monitoring of CLIX and partners accounts, cash flow statements and projections.
- Monitoring all Statutory compliance and set up systems for the same.
- Facilitating Statutory Audit preparations and finalization of accounts.
- Tracking and monitoring payments and expenses of field teams
- And such other tasks related to accounting and finances of the organization.

Qualifications and Experience:

Commerce Graduate / Post Graduate / CA Inter and 3-5 Years of Post Qualification Experience in Account Reconciliation and Bank Reconciliation

Skills and competencies required:

- Working knowledge of Tally ERP 9
- Knowledge of Service Tax and Income Tax.
- Should be able to work with Team.
- Handle multiple projects and ability to multi task
- Good verbal and written communication skills and liaison with finance for mapping the BLI of CLIX budget with TISS accounts

Remuneration:

Gross annual monthly for the position is starting from Rs. 50,000 per month. It will commensurate to qualification and experience.

Location:

Mumbai

4. Production/ Project Manager: One positions.

The Production/Project manager will be expected to assist in the production of CLIX resources. Knowledge of project management/ production and ability to coordinate and manage timelines and resources. Willingness to learn and be mentored in these areas is essential.

Key Responsibilities:

- Oversee the development of media, digital and print content.
- Manage development and production timelines, budget and resource allocation and work closely with the domain team and the executive producer in planning and completing these tasks and estimating effort required to complete tasks on time
- Assist in preparation of presentations and documents for internal as well as external communication
- Periodically checking work completed, identifying effort overruns and communicating it to the team lead/producer

Qualifications:

Applicants must be graduates/ post-graduates in any area including management studies, media studies social entrepreneurship, social sciences and education, sciences, languages, development studies.

Experience:

- Experience of independently handling the tasks with tight deadlines with attention to details.
- Desirable: Two to three years of working on media production or in education programmes.

Skills and competencies required

- Ability to meet deadlines and work on a range of production task
- Proficiency in handling spreadsheets.
- Ability to read/write/communicate in English, Hindi and any other local language.
- Should be excited about content creation.
- Ability to work in a diverse team and on the field from time to time.

Remuneration:

Gross monthly remuneration for the position is starting at Rs 30,000 per month. Offers shall be commensurate with the qualifications, experience and salary history of the selected candidate.

Location:

Mumbai

5. Technical Manager (Field implementation) - One Position

This role will assist the implementation team from the point of view of project management of the technology aspects at the implementation level.

Key Responsibilities:

- Bringing in a 'project management' rigor to each and every aspect of technology in the implementation rollouts
- Handholding and leading the Field Technologists and Field Support Professionals in the discharge of their responsibilities
- Troubleshooting the emergent field situations, tracking issues and closing them
- Working with the Implementation team to coordinate various technology aspects of the rollout of the CLIX delivery platform, Teacher Professional Development Program
- Liaising with the Government authorities, providing a senior level technical helping hand for the Implementation team
- Anchoring and participating in the conference calls & discussions of field technologists and professionals
- Coordinating with CLIX internal teams (particularly with development and admin teams) and third parties/vendors for the flawless execution of projects
- Ensuring that all projects are delivered on-time, within scope, within the existing constraints and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensuring resource availability and appropriate allocation
- Developing a detailed and fine granular project plan to track progress
- Using appropriate verification techniques to manage changes in project scope, schedule and costs; measuring project performance using appropriate systems, tools and techniques
- Reporting and escalating to CLIX leadership/management as needed
- Using risk management/mitigation techniques to minimize project risks
- Create and maintain comprehensive project documentation

Desired Profile/Skills:

- Comfort with technology and the ability to work with new technologies – especially with the basics of computer systems, operating systems, network elements and access networks; ability to tap into the technology team's experience to solve field issues.
- Should be an organized, passionate and goal-oriented person who understands what projects have in common, and their strategic role in how CLIX can be primed for success.
- Should be a change agent: should make project goals his/her own and use the skills at his/her command and expertise to inspire a sense of shared purpose within the project team.
- Should work well under pressure and be comfortable with change and complexity in dynamic environments.
- Should be able to shift readily between the "big picture" and the small-but-crucial details, knowing when to concentrate on each.
- Well cultivated people skills needed to develop trust and communication among all stakeholders.
- Should have a broad and flexible toolkit of techniques, resolving complex, interdependent activities into tasks and sub-tasks that are documented, monitored and controlled; should adapt his/her approach to the context and constraints of each project, knowing that no "one size" can fit all the variety of projects.

- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.

Qualifications:

- Applicants must be engineers preferably with computer science / IT background.
- PMP / PRINCE II certification is a plus

Experience:

- 7-10 years of relevant experience in software/field project management or in a related field
- Should have managed complex projects involving many stake holders
- Prior experience of liaison / working with Government agencies would be a plus

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 45,000 up to 80,000 per month. It will be commensurate with qualification and experience.

Location:

Mumbai (will involve a lot of travel to the four intervention states)

6. Project Manager (Platform and Tools) - One Position

The person will be expected to manage the developer team at CLIX – right from requirements stage to rollout of the the platform and tools, integrated with CLIX learning modules.

Key Responsibilities:

- Bringing in a 'project management' rigor to each and every aspect of technology in the implementation rollouts
- Handholding and leading the developers and testers in the discharge of their responsibilities
- Working with the Implementation team to coordinate various technology aspects of the rollout of the CLIX delivery platform, Teacher Professional Development Program
- Anchoring and participating in the conference calls & discussions of developers
- Coordinating with CLIX internal teams (particularly with development and admin teams) and third parties/vendors for the flawless execution of projects
- Ensuring that all projects are delivered on-time, within scope, within the existing constraints and within budget
- Developing project scopes and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensuring resource availability and appropriate allocation
- Developing a detailed and fine granular project plan to track progress
- Using appropriate verification techniques to manage changes in project scope, schedule and costs; measuring project performance using appropriate systems, tools and techniques
- Reporting and escalating to CLIX leadership/management as needed
- Using risk management/mitigation techniques to minimize project risks
- Create and maintain comprehensive project documentation

Desired Profile/Skills:

- Comfort with technology and the ability to work with new technologies – especially with the basics of computer systems, operating systems, network elements and access networks; ability to tap into the technology team's experience to solve field issues.
- Should be an organized, passionate and goal-oriented person who understands what projects have in common, and their strategic role in how the CLIX can be primed for success.
- Should be a change agent: should make project goals his/her own and use the skills at his/her command and expertise to inspire a sense of shared purpose within the project team.
- Should work well under pressure and be comfortable with change and complexity in dynamic environments.
- Should be able to shift readily between the "big picture" and the small-but-crucial details, knowing when to concentrate on each.
- Well cultivated people skills needed to develop trust and communication among all stakeholders.
- Should have a broad and flexible toolkit of techniques, resolving complex, interdependent activities into tasks and sub-tasks that are documented, monitored and controlled; should adapt his/her approach to the context and constraints of each project, knowing that no "one size" can fit all the variety of projects.
- Accent on (always) improving his/her own and the teams' skills through lessons-learned reviews at project completion.

Qualifications:

- Applicants must be engineers preferably with computer science / IT background.
- PMP / PRINCE II certification is a plus

Experience:

- 7-10 years of relevant experience in software/field project management or in a related field
- Should have managed complex projects involving many stake holders
- Prior experience of liaison / working with Government agencies would be a plus

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 50,000 to 62,500 per month. It will be commensurate with qualification and experience.

Location:

Mumbai (will involve a lot of travel to the four intervention states)

7. Systems Administrator - One position

The person will be expected to manage the software systems developed for CLIX, the webserver and hosted services.

Key Responsibilities:

- Complete and preventive maintenance / backups / upgrades of clix.tiss.edu and the various services hosted on it.
- Proactively testing out and deploying useful open source based offerings to ease communication with the CLIX team and beyond
- Ensuring the required quality of service of various servers
- Building, testing, packaging, releasing, configuring, monitoring of the various CLIX software artifacts – in association with the development teams; automation of such processes using relevant tools
- Liaising with TISS technology personnel and ensuring smooth operations
- Handholding the implementation teams with respect to technology roll-outs and responding to their requests with short rout trip times
- Advising the rest of CLIX on methods and approaches to make the rollout process more effective
- Troubleshooting the issues related to CLIX provided computing equipment for its staff

Qualifications and Experience:

Graduate with 3-5 Years of post-qualification experience in Website administration and release management

Skills and competencies required:

- Extensive working knowledge of Open source based servers and systems
- Ability to learn on the job and experiment - to arrive at useful processes and identification of relevant tools
- Comfort with and use of appropriate technology & automation ideas such as Subversion, Vagrant, Docker, Jenkins, Puppet to make the operations more streamlined and efficient
- Knowledge of build, test, release management processes
- Comfort with shell scripts
- Ability to work smoothly with teams, and under pressure
- Good verbal and written communication skills

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 30,000 to 40,000 per month. It will be commensurate with qualification and experience.

Location: Mumbai

8. Software Engineer / Developer - Two positions

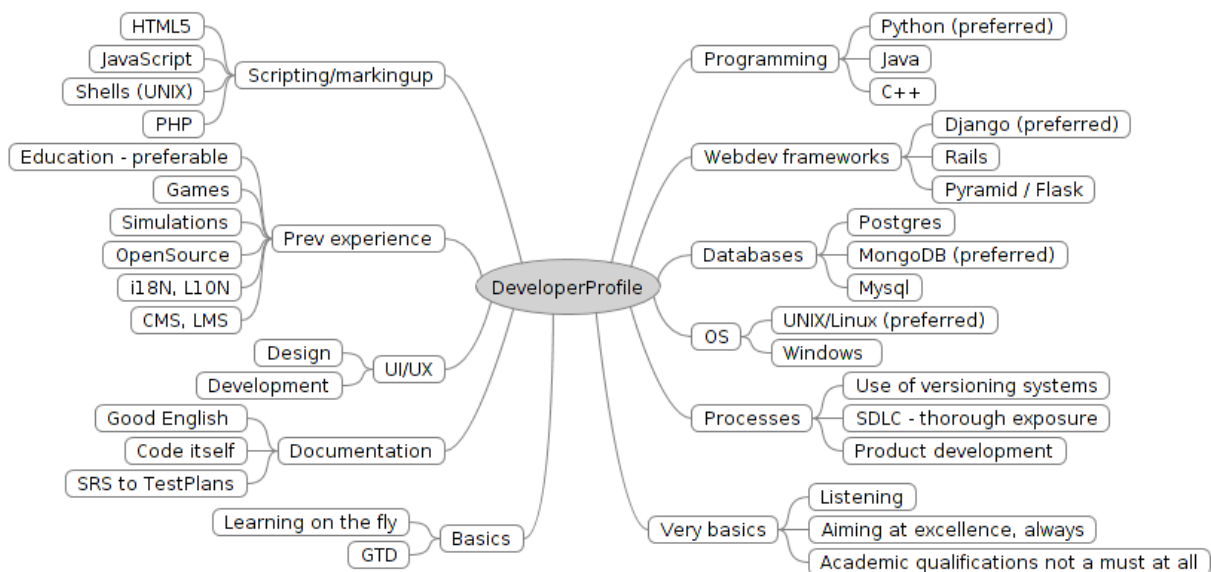
One of these positions is for the platform development and the other is for games/simulation development.

Key Job Responsibilities:

- Design, coding, testing and debugging of software artifacts
- Working closely with the domain teams, for the fulfilment of their requirements
- Documentation
- Proactive team work
- Taking ownership of the tasks assigned
- Timely deliveries
- Working with the Systems Admin for the packaging, and the rest of the release management steps
- Assisting the implementation team in times of the surfacing of issues

Qualifications: Engineering Graduate from a recognized institution – preferably in computer science

Experience: Minimum of three years' experience in coding and design.



- Skills & Competencies:General:
 - Linux environments
 - Good handle on documentation, processes, basics and very basics
 - In general, some knowledge of most of the above mind map
- For platform developer:
 - Proficiency in the programming language - Python or Java;
 - Web development framework - Django.
 - Experience with MongoDB or MySQL or some such RDBMS
 - Working with shell scripts
 - Development of nifty tools to extract data
- For games/simulation developer:
 - HTML5
 - Javascript
 - Previous experience in educational games design development and simulation

Remuneration:

Gross monthly remuneration for the position is in the range of Rs. 35,000 to 45,000 per month. It will be commensurate with qualification and experience.

Location: Mumbai

Mumbai