



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 /July 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 to be filled in on contract for a period of 18 months (period ending on January 31, 2018). All the posts are to be filled for Mumbai Campus of the Institute.

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.N.	Positions	No. of posts
1.	Research Associate/Post-Doctoral Fellows(English)	One
2.	Assistant Professor/ Post-Doctoral Fellow/ Senior Research Associate (Mathematics)	One
3.	Research Associate/ Research Assistant (Mathematics)	One
4.	Senior Finance Manager	One
5.	Accounts and Administration Assistant	One

The details about qualifications/experience, responsibilities and remunerations of each post is given at the end of the advertisement.

Last date of Receipt of Application: 15th August 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 the **week of 22nd August 2016.**

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.

Registrar

Post wise details

1. Research Associate/Postdoctoral Fellows- English -One position

The person will be expected to assist the English domain group Student Offering and Teacher Professional Development.

Key Responsibilities:

1. Assist in all aspects of curriculum design, including ideation, creation of content and assessment for students and for teachers
2. Create and curate relevant 'Open Source' resources for student and Teacher Professional Development courses being offered by CLIX and help build and sustain teacher communities within the larger CLIX ecosystem by using technology effectively.
3. Coordinate with State Implementing Teams on various aspects of course delivery (technical, pedagogical and research) and travel to field sites for piloting, implementation and research.
4. Draft and write reports and literature reviews.
5. Source and index research papers.

Qualifications:

Applicants must be postgraduate in English, English Language Teaching (ELT) or Education (with a focus on English).

Experience:

1. Two to three years of relevant experience of having worked on research projects and/or teaching experience.
2. Experience of independently handling tasks with tight deadlines and with attention to details.
3. Experience in preparing lesson plans and drafting research papers and reports.
4. Teaching experience in English in middle/high school and/or a degree in ELT.
5. Experience in field observation with reference to project implementation and performance review.

Skills and competencies required:

1. Ability to brainstorm and ideate for technology and media interface for curriculum development.
2. Ability to meet deadlines and work on a range of production tasks.

Remuneration:

Gross annual remuneration for the position is in the range of Rs. 4.8 to 5 lakhs per annum (starting about Rs. 40,000 per month). It will commensurate to qualification and experience.

Location: Mumbai

2. Assistant Professor/ Post-Doctoral Fellow/Senior Research Associate)- Mathematics - One Position

Key Responsibilities:

- Design, develop and review content for student learning modules in High School Mathematics
- Curate relevant 'Open Source' content for student learning.
- Design and conduct research studies on issues related to mathematics education (especially high school mathematics).
- Write and publish reports and research studies.
- Work with the Implementation team to coordinate various aspects for the implementation of the student module (technical, pedagogical and research).

Desired Profile/Skills:

- A deep interest in the contemporary issues and challenges in mathematics education.
- A good understanding of high school mathematics.
- Interest in curriculum design and knowledge of ICT based solutions and pedagogies will be an advantage.
- Interest and experience in teaching.
- Ability to work independently.
- Ability to work with deadlines on multiple tasks, while maintaining due attention to detail.
- Comfort with technology and the ability to work with new technologies.

Qualifications:

- Applicants must be postgraduates (or Ph.D.) in Mathematics or Mathematics Education.

Experience:

- 7-10 years of relevant experience in a related field (curriculum design, research projects and/or teaching experience).
- Experience of independently handling tasks related to curriculum development or research.
- Experience in preparing lesson plans and/or writing research papers and reports.

Remuneration:

Gross annual remuneration for the position is in the range of Rs. 4.8 to 5 lakhs per annum (starting about Rs. 40,000 per month). It will commensurate to qualification and experience.

Location: Mumbai

3. Research Associate/ Research Assistant- Mathematics - One 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 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 annual remuneration for the position is in the range of Rs. 2.5 to 3 lakhs per annum (starting about Rs. 25,000 per month). It will commensurate to qualification and experience.

Location: Mumbai

4. 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.
- Handling of petty cash.
- Preparing of MIS, Budget, monitoring of CLIX and partners accounts, cash flow statements and projections

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.
- Good verbal and written communication skills and liaison with finance for mapping the BLI of CLIX budget with TISS accounts

Remuneration:

Gross annual remuneration for the position is in the range of Rs.6 to 7.2 lakhs per annum (starting about Rs. 50,000 per month). It will commensurate to qualification and experience.

Location:

Mumbai

5. Accounts and Administration Assistant- One position

This position will ensure the efficient day-to-day operation of the Centre's Mumbai office and support the work of faculty and Centre team based in Mumbai/Bangalore.

Key Job Responsibilities:

- Make travel, meeting and other arrangements for staff, and provide support in terms of background material and follow-up
- Responsible for filing/ retrieval and managing of documents and back-up of electronic files
- Maintain travel and leave records
- Support in review of invoices and preparation of financial statements
- Prepare and send outgoing faxes, mail, and courier
- Purchase, receive and store the office supplies ensuring that basic supplies are always available
- Assist with financial and programme reports as required
- Coordinate the maintenance of office equipment
- Manage accounts
- Provide secretarial assistance to the COO/Programme Director

Qualifications:

Graduate from a recognized institution.

Experience:

Minimum of four years' experience in office administration and accounting.

Skills & Competencies:

- Team player that can thrive within a team, but also work independently when required
- Basic computer skills, spreadsheets and Tally
- Good communication and negotiation skills
- Patient, perseverant and attention to detail and ability to meet deadlines
- Accounting and financial management skills
- Read, write and speak in English

Remuneration:

Gross annual remuneration for the position is in the range of Rs. 2.5 to 3 lakhs per annum (starting about Rs. 25,000 per month). It will commensurate to qualification and experience.

Location: Mumbai